Qarbon ViewletCentral™

User Manual

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Contents

(Page 1)

Getting Started 1
WHAT IS QARBON VIEWLET CENTRAL 1
TECHNICAL REQUIREMENTS 1
SUBSCRIPTION PLANS 2
Free Discovery Plan 2
Paid Plans 2
REGISTER FOR A QARBON VIEWLETCENTRAL ACCOUNT 3
Account Access 4
LOGGING INTO QARBON VIEWLETCENTRAL 4
From ViewletBuilder or ViewletQuiz 4
From a Browser 5
LOGGING OUT OF QARBON VIEWLETCENTRAL 5
PUBLISHING TO QARBON VIEWLETCENTRAL 5
Creating the Connection (Authoring App to Qarbon ViewletCentral) 5
Project Publishing 7
Qarbon ViewletCentral Views 8
NAVIGATION TIPS 8
Breadcrumbs 8
Back Button 8
THE SEARCH TOOL 9
My Viewlets and My Dashboard Views 9
My Account View 9
THE SELECT TOOL (TABLE LISTS) 9
EXPORT DATA 10
Export to CSV 10
MY VIEWLETS 11
Viewlet Title & Statistics 11
Size 11
Last Modified 11
Author 11
Assign Certificate 12
Manage Assignments 16
Viewlet Privacy 17
Viewlet Information 17
Viewlet Stats 19
Preview 24

Contents

(Page 2)

MY DASHBOARD 25
Title 25
Viewlets Viewed 26
Viewlets Completed 26
Stats 26
MY CERTIFICATES 30
Create a New Certificate Template 31
Edit a Certificate Template 33
Delete a Certificate Template 33
MY ACCOUNT 33
Users 34
Subscriptions 38
About 39
Self-Help Resources 40
Training 41
Sales 42

Getting Started

This *Getting Started* chapter provides an overview of Qarbon ViewletCentral along with important information to help you familiarize yourself with this service.

WHAT IS QARBON VIEWLET CENTRAL

Qarbon ViewletCentral is a highly secure, server-based system where you can publish your Viewlet files from your Qarbon authoring app (ViewletBuilder or ViewletQuiz) directly to Qarbon's servers. This Viewlet hosting solution offers:

- A convenient landing page for quick access to published Viewlets (*My Viewlets*)
- User profiles and subscription management (*My Account*)
- Utilization and statistical data (*My Dashboard*)
- Student assignment and tracking (*My Assignments)*
- Certificate template design (*My Certificates*)

Each Viewlet published to Qarbon ViewletCentral has its own unique URL so viewers can access your Viewlet content online from an LMS, web links, chat windows, emails, social networks, etc. Every time you republish your Viewlet to Qarbon ViewletCentral, the newly published Viewlet will automatically be available to viewers without sacrificing the integrity of the original link. A publishing history provides an audit trail for each Viewlet for revision history review.

TECHNICAL REQUIREMENTS

Here are the minimum (client side) technical requirements you will need to have in place in order to work with Qarbon ViewletCentral:

1. **ViewletBuilder or ViewletQuiz (licensed or unlicensed) installed on your computer**: These are the Qarbon authoring apps used to create Viewlets.
2. **Qarbon ViewletCentral account**: This is where you will publish your Viewlets.
3. **Internet connection**: This is required to publish your Viewlets from ViewletBuilder or ViewletQuiz directly to your Qarbon ViewletCentral account.
4. **Browser**: This is used to access Qarbon ViewletCentral online.

No other technical requirements are necessary client-side since Qarbon ViewletCentral is a server-based system hosted on Qarbon's servers.

SUBSCRIPTION PLANS

	Bronze	Silver	Gold	Platinum	Discovery	Bronze	Silver	Gold
Storage Space	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Views per Month	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Viewlet Limit	5	10	25	50	2	5	10	25
Banner Enabled	No	No	No	No	Yes	No	No	No
Cost per Month	$25.00	$44.00	$95.00	$165.00	**FREE**	$50.00	$89.00	$198.00
Payment Period	Per 1 Month	Per 1 Month	Per 1 Month	Per 1 Month	Unlimited	Per 1 Month	Per 1 Month	Per 1 Month
	Buy Now	Buy Now	Buy Now	Buy Now	Sign Up	Buy Now	Buy Now	Buy Now

Sample Subscription Plans – Prices Subject to Change

Access to Qarbon ViewletCentral is determined by your subscription plan. Plans are available for both licensed and unlicensed users of Qarbon's apps (ViewletBuilder and ViewletQuiz) as well as a free plan option. Depending on the plan, each offers:

- Unlimited storage space and views per month
- An maximum number of published Viewlets
- No banners (paid plans) or banners enabled (free plan)
- Monthly subscription plans for all budgets and Viewlet hosting needs

Free Discovery Plan

You can test drive Qarbon ViewletCentral at no expense to you with a FREE Discovery Plan. This is a free, banner-enabled plan, which can be used by both licensed and unlicensed users of Qarbon's authoring apps (ViewletBuilder and ViewletQuiz). This account allows you to publish up to two (2) Viewlets at a time. If you ever need more space or want to disable the banner, you can upgrade to a paid subscription plan at any time.

Paid Plans

Monthly paid subscription (Bronze, Silver and Gold) plans are available for licensed and unlicensed ViewletBuilder and ViewletQuiz authors starting as low as $25 per month. Licensed authors can also purchase a Platinum Plan subscription to host 50 Viewlets or, if more space is needed, Qarbon can create a custom Qarbon ViewletCentral plan tailored to fit your needs. Educational discounts are also available, if qualified.

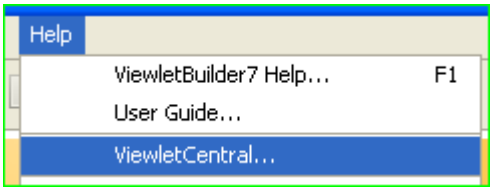
REGISTER FOR A QARBON VIEWLETCENTRAL ACCOUNT

To find our more information about Qarbon ViewletCentral, subscription options and to register for an account from:

The Qarbon ViewletCentral home page:

1. Visit Qarbon ViewletCentral online.
2. Review the information, including subscription plans.
3. Create a ViewletCentral Account.

ViewletBuilder or ViewletQuiz:



1. Make sure you are connected to the Internet.
2. Open your Qarbon authoring app (ViewletBuilder or ViewletQuiz).
3. Select **Help** > **ViewletCentral** from the menu bar.
4. The Qarbon ViewletCentral home page will display in your default browser where you can review information about Qarbon ViewletCentral, including subscription plans, and create a ViewletCentral account.

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Account Access

This *Account Access* chapter provides information on accessing Qarbon ViewletCentral and instructions for each process.

Typically, you will access your Qarbon ViewletCentral account when:

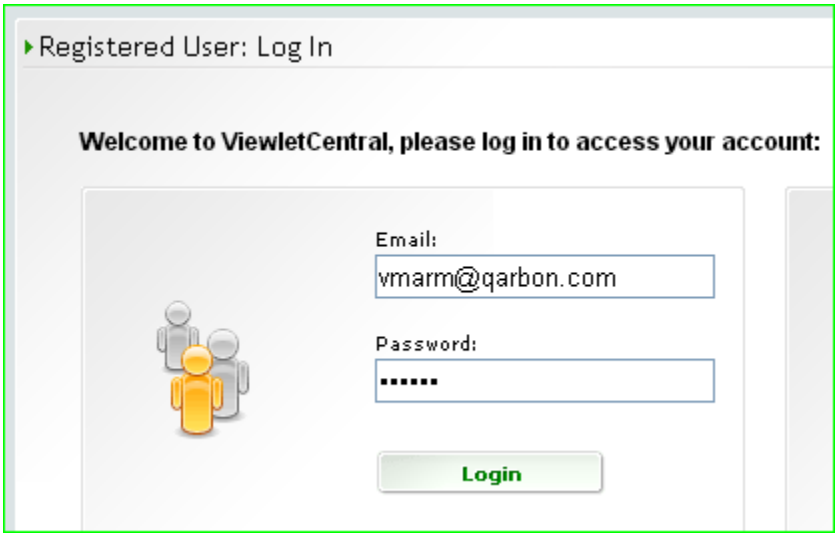
1. Logging into Qarbon ViewletCentral for account and Viewlet management

   OR

2. Publishing projects from ViewletBuilder or ViewletQuiz directly to Qarbon ViewletCentral

LOGGING INTO QARBON VIEWLETCENTRAL

There are basically two ways you can log into Qarbon ViewletCentral to use its account management and Viewlet hosting tools. Both login scenarios require a live Internet connection and a browser.



From ViewletBuilder or ViewletQuiz

1. Make sure you are connected to the Internet.
2. Launch your Qarbon authoring app (ViewletBuilder or ViewletQuiz).
3. Select **Help** > **ViewletCentral** from the menu bar.
4. The ViewletCentral products page will display in your default browser. Locate and click the **Account Login** button.
5. At the portal login page that displays, enter your email (registered with your Qarbon ViewletCentral account) and password.
6. Click the **Login** button to access your account.

From a Browser

1. Make sure you are connected to the Internet.
2. Open your browser and go to the Qarbon ViewletCentral portal log-in page. (http://www.viewletcentral.com/vc/portal_login.html)
3. Enter your email (registered with your Qarbon ViewletCentral account) and password.
4. Click the **Login** button to access your account.

LOGGING OUT OF QARBON VIEWLETCENTRAL

Once you are finished working in your Qarbon ViewletCentral account, it's recommended (as a best practice) that you log out BEFORE closing your browser. Click the **Logout** link in the navigation menu.

PUBLISHING TO QARBON VIEWLETCENTRAL

Viewlet projects are published directly to Qarbon ViewletCentral from your Qarbon authoring app (ViewletBuilder or ViewletQuiz). Here is the process for publishing to Qarbon ViewletCentral.

Creating the Connection (Authoring App to Qarbon ViewletCentral)

There are a few different ways you can configure the connection from your Qarbon authoring app (ViewletBuilder or ViewletQuiz).

Browser Tab:

Note: You do not need to open a project to use this method to configure a connection between your Qarbon authoring app (ViewletBuilder or ViewletQuiz) to Qarbon ViewletCentral.

1. Make sure you are connected to the Internet.
2. Open up your Qarbon authoring app (ViewletBuilder or ViewletQuiz).
3. Switch to the **Browser** tab. If this tab is not displayed, select **View** > **Tabs** > **Browser** from the menu bar.
4. Right click on **Qarbon ViewletCentral** and select **Properties** from the context menu. The *Qarbon ViewletCentral* window displays.
5. Enter your email (registered with your Qarbon ViewletCentral account) and password.
6. Click **OK**. You will see a progress bar while your Qarbon ViewletCentral account information is authenticated. Once done, this window will automatically close and your Qarbon authoring app is now configured to allow you to publish your Viewlet projects directly to your Qarbon ViewletCentral account.

Publishing Dialog:

Note: You will need to open a project to use this method to configure a connection between your Qarbon authoring app (ViewletBuilder or ViewletQuiz) to Qarbon ViewletCentral.

1. Make sure you are connected to the Internet.
2. Open up a project in your Qarbon authoring app (ViewletBuilder or ViewletQuiz).
3. Open the Publishing Dialog by selecting **Project** > **Publish Viewlet** from the menu. The *Publish Viewlet* window displays.
4. Click the **Add** (green plus sign) button.
5. Select **Qarbon ViewletCentral** from the list. The *Qarbon ViewletCentral* window displays.
6. Enter the email and password (used when registering for your Qarbon ViewletCentral account) in the fields provided.
7. Click **OK**. A progress bar may briefly display while your account information is verified. Once authentication is complete, you will be returned to the Publishing Dialog where you can now use **Qarbon ViewletCentral** as your publishing option.

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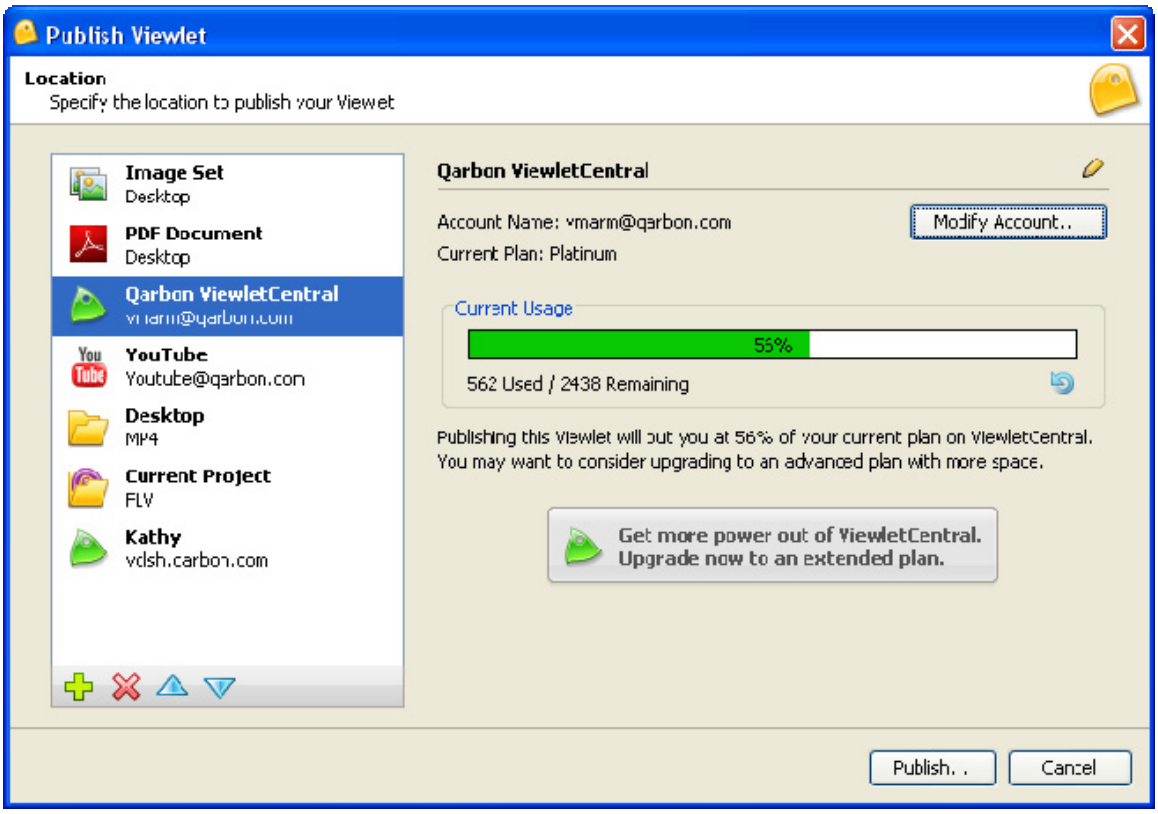
Project Publishing

These are the steps for publishing your project to Qarbon ViewletCentral:



1. Make sure you are connected to the Internet.
2. Open up a project in your Qarbon authoring app (ViewletBuilder or ViewletQuiz).
3. Make edits to your project as needed, including reviewing all of the selections in the *Project Properties* (Project > Project Properties) window.
4. Save your project.
5. Open the Publishing Dialog by selecting **Project** > **Publish Viewlet** from the menu. The *Publish Viewlet* window displays.
6. Select **Qarbon ViewletCentral** as your publishing target.
7. Click the **Publish** button. A progress bar may briefly display showing the status of your Viewlet as it is being published.
8. Once publication is complete, click the **Close** button to return to your Viewlet authoring app (ViewletBuilder or ViewletQuiz).

Each time you make any changes to your Viewlet project inside ViewletBuilder or ViewletQuiz, you must publish it out to Qarbon ViewletCentral again to update the publish files. A revision history will be available for your reference in Qarbon ViewletCentral for each of your Viewlets.

Qarbon ViewletCentral Views

Qarbon ViewletCentral is organized into different areas:

- My Viewlets
- My Assignments
- My Dashboard
- My Certificates
- My Account

Each of these areas is referred to as a *view* and features its own unique set of Viewlet management tools.

NAVIGATION TIPS

Most of the time when you are working in Qarbon ViewletCentral, navigation menus and buttons are straightforward. There may be times, though, when you get to a page within Qarbon ViewletCentral and it may not be obvious where you are in your account or how to return to a previous page, one a few levels up, etc. In these cases, here are some additional (and often less obvious) navigational elements you can use.

Breadcrumbs

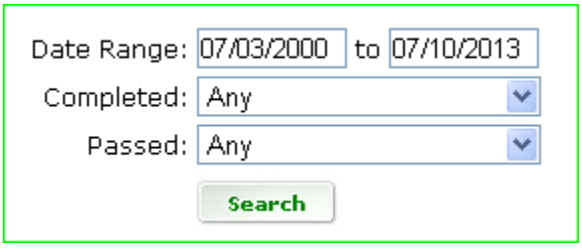
As you navigate through your Qarbon ViewletCentral account, you will notice that there is a path (also known as breadcrumbs) right below the menu links. These breadcrumbs show you where you currently are within your account. Mouse over the different pages in the navigational (breadcrumbs) path and, if the cursor changes to a hand shape, you can click that page to revisit it.

Back Button

Another option, when you want to quickly revisit the previous page, is via a browser button. Simply click your browser's **Back** button to reload the last page you visited in your Qarbon ViewletCentral account.

THE SEARCH TOOL

While in some of the different views, you will see a *search* tool that will allow you to narrow down the list of what you are looking for.



The image above shows an example of a Search tool available in a 'drill down' view within My Dashboard. Depending on your location within Qarbon ViewletCentral, search options will vary.

The views included are:

My Viewlets and My Dashboard Views

In *My Viewlets* and *My Dashboard*, you can narrow down the list of Viewlets by performing searches by title, author or description.

1. Type in a key word(s) in the search field.
2. Select the search type you want to perform from the drop-down list (**Title**, **Author**, **Description**).
3. Click the **Search** button to display results.

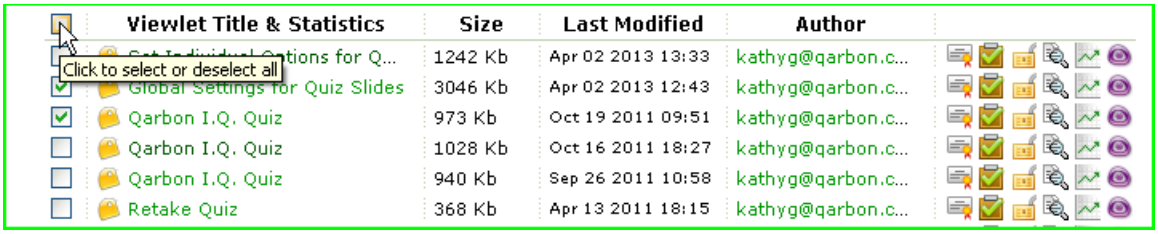
My Account View

In *My Account*, you can narrow down the list of users by performing searches by first name, last name, or email.

1. Type in a key word(s) in the search field.
2. Select the search type you want to perform from the drop-down list (**First Name**, **Last Name**, **E-mail**).
3. Click the **Search** button to display results.

Note: Additional Search tools may be available (in addition to those mentioned above) the further you drill down into pages within your Qarbon ViewletCentral account.

THE SELECT TOOL (TABLE LISTS)



If you are working with table lists, you will see a selection tool (when available). This option gives you the ability to select one or more items in a list. Or, you can even select all or deselect all listed items too. Here's how it works:

1. To **select one** item in the list, click the check box next to the desired item.
2. To **select multiple** items in the list, click the check box next to each of the desired items.
3. To **select all** items in the list, click the top box (above the divider that's inline with the column headers).
4. To **deselect all** items in the list, click the top box (above the divider that's inline with the column headers). *Note: This will only work if ALL the items in the list are already selected.*

EXPORT DATA

Qarbon ViewletCentral offers you the option of exporting utilization data and related details throughout the different views. If needed, you can use this tool to export this information out of Qarbon ViewletCentral and backend it to your own database application.

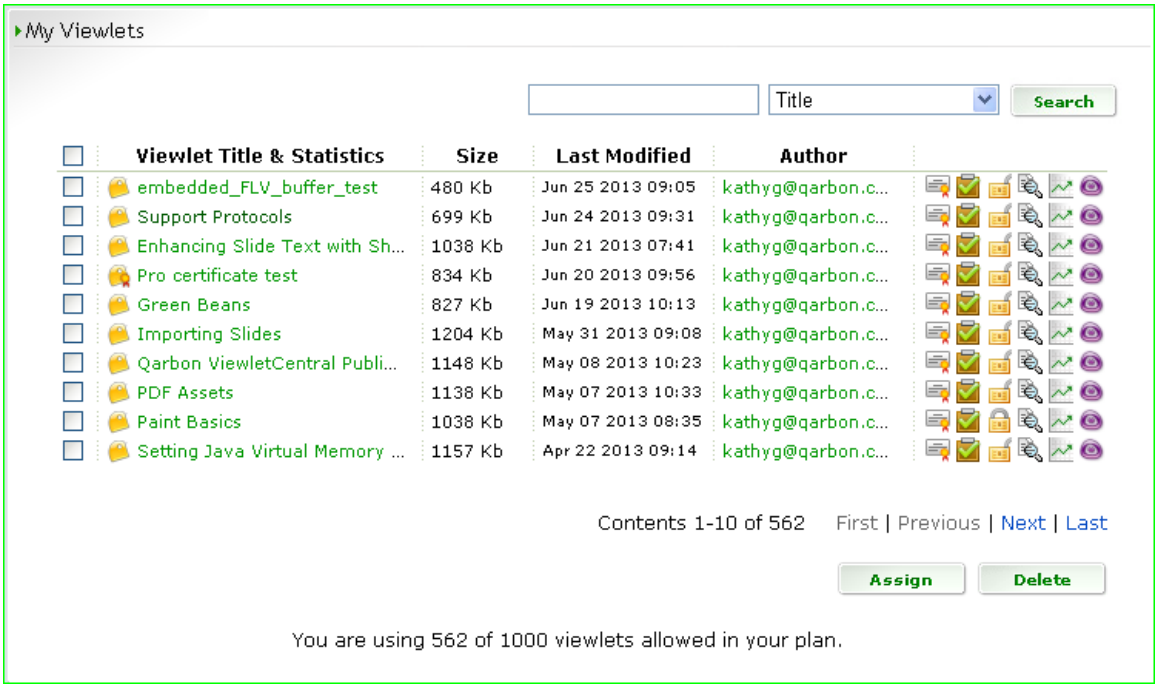
Export to CSV

In *My Viewlets* and *My Dashboard* you will see **Export to CSV** (or similar) buttons that will allow you to export the data on the current page out to a CSV (comma separated values) file. To use this feature:

1. While in your Qarbon ViewletCentral account, if you need to export data on any of the pages while in either *My Viewlets* or *My Dashboard*, look for an export button.
2. Click the **Export to CSV** (or similar export) button.
3. A *File Download* dialog window displays. Click the **Save** button.
4. In the *Save As* dialog window that displays, browse to the location where you want to save the file and click the **Save** button.
5. Import the CSV file into your own database application for editing and data manipulation.

MY VIEWLETS

The *My Viewlets* view contains a list (in table format) of all the Viewlets published in your account.



Viewlet Title & Statistics

- **Title**: This data is extracted from the information entered in your source file's Viewlet Profile (**Project** > **Project Properties** > **Viewlet Profile** > *Viewlet area* > *Title field*). If the *Title field* is left blank in the source file, the project's file name will be used as its title in Qarbon ViewletCentral.
- **Statistics**: Click the [*Viewlet's title*] to drill down into the *Dashboard* to view detailed statistics for this Viewlet.

Size

This is the size of your published file.

Last Modified

This is the date and time the Viewlet was published. If the Viewlet was published multiple times, the last publication date and time displays.

Author

The email address of the registered author who published the Viewlet to this account is listed here.

Assign Certificate

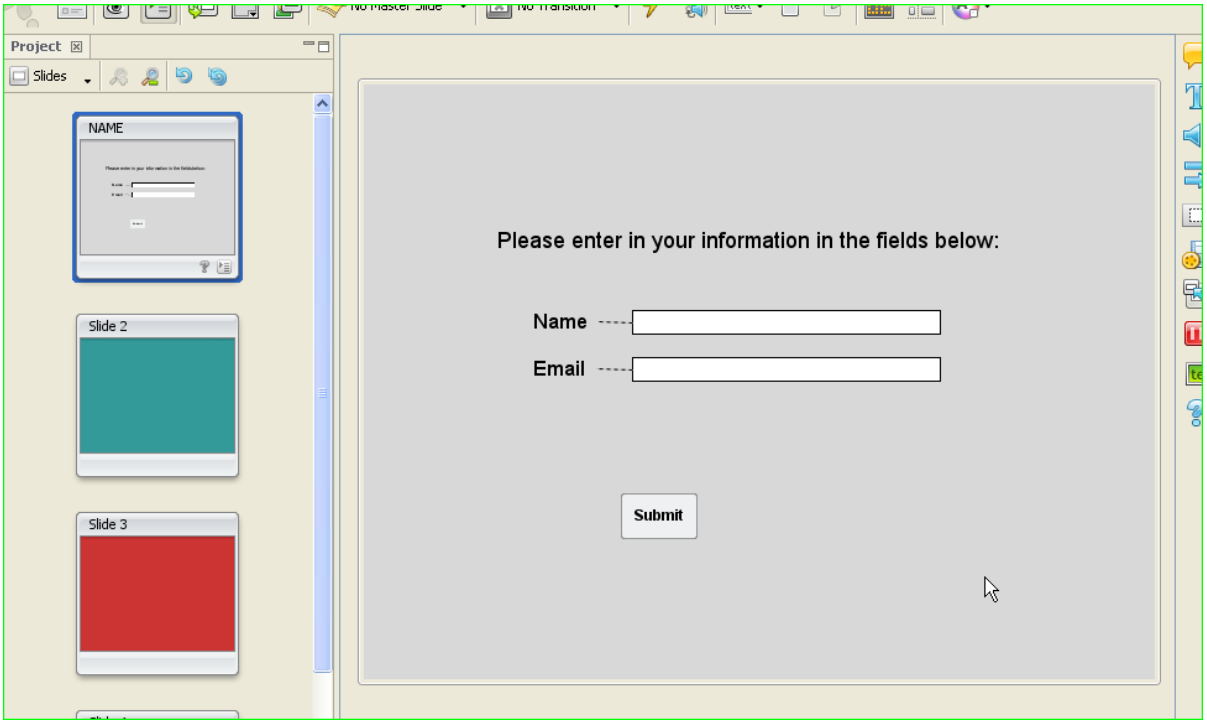
You can assign custom certificates to any of the Viewlet published in your Qarbon ViewletCentral account. Certificates are created in *My Certificates*. Also, you will need to create a slide (or slides) with some custom 'text input' fields in order to generate a certificate.

Add Fields to Viewlet Source File to Generate a Basic Certificate:

Note: The following instructions provide a basic example for inserting fields into your Viewlet project to generate a certificate; however, you can customize the design based on your needs.

1. Open a project in your Viewlet authoring app (ViewletBuilder or ViewletQuiz).
2. The next few steps will differ depending on the version of your Viewlet authoring app, but must be completed prior to publishing the Viewlet to Qarbon ViewletCentral. With your project open in:

   ViewletBuilder Enterprise or ViewletQuiz



Sample Slide Setup (ViewletBuilder Enterprise / ViewletQuiz) for Capturing Viewer Information for a Qarbon ViewletCentral Certificate

   a. Insert a *Question Slide* (Insert > Slides > Question Slides...).
   b. In the *Add Question* window, click the **Add** button.
   c. In the *Question* window:
      i. Select the **Multiple Choice – Fill in the Blanks** question type.

ii. Type: **Please provide the following information:** in the *Question* field. [Optional: Replace the text in this step with your own if desired.]

iii. Set the *Scoring Mode* to **Survey: Not scored – Does not require a correct answer.**

iv. Click **OK** to accept these settings.

v. Click **OK** to close the *Question* window and generate the slide.

d. Delete the last answer (text box and its associated text input field).

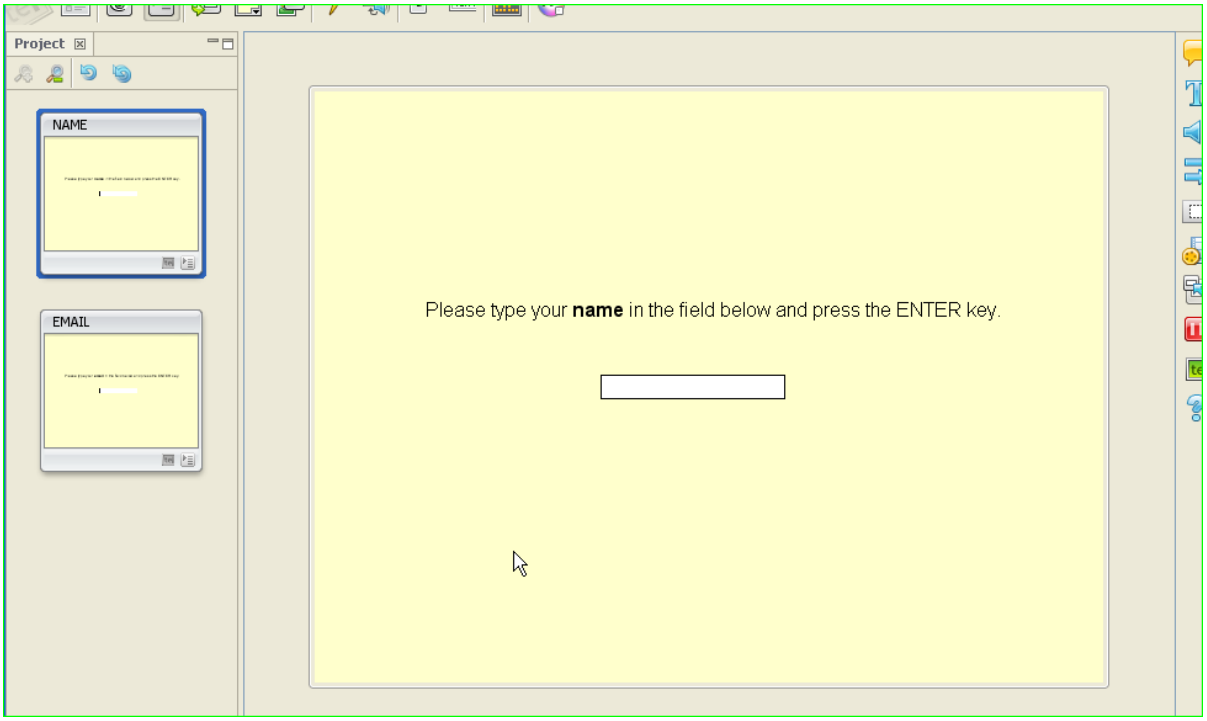
e. Replace the text for 'Choice 1' to: **Name:**

f. Replace the text for 'Choice 2' to: **Email:**

g. Make any other slide design edits as desired.

h. Rename the slide to: **NAME** (using all uppercase letters).

ViewletBuilder Professional



Sample Slides Setup (ViewletBuilder Professional) for Capturing Viewer Information for a Qarbon ViewletCentral Certificate

a. Create two (2) blank slides.

b. On the first slide:

i. Rename this slide to: **NAME** (using all uppercase letters).

ii. Insert a Text Zone.

iii. Add a slide text box with the following text: **Please type your Name in the field below and press the Enter key.** Place this text box above the text input field. [Optional: Replace the text in this step with your own if desired.]

iv. Delete the three (3) feedback message objects.

v. Click the **Scoring** button on the Context Sensitive toolbar.

vi. In the *Score* window:

1. Select the **Override Settings in Project Properties** option.
2. In the *Points* area, set the point value to zero (0).
3. In the *Attempts* area, set the value to one (1).
4. Deselect the check boxes in the *Reanswer* and *Time* areas.
5. Click **OK** to save these settings.

c. On the second slide:

i. Rename this slide to: **EMAIL** (using all uppercase letters).

ii. Insert a Text Zone.

iii. Add a slide text box with the following text: **Please type your email in the field below and press the Enter key.** Place this text box above the text input field. [Optional: Replace the text in this step with your own if desired.]

iv. Delete the three (3) feedback message objects.

v. Click the **Scoring** button on the Context Sensitive toolbar.

vi. In the *Score* window:

1. Select the **Override Settings in Project Properties** option.
2. In the *Points* area, set the point value to zero (0).
3. In the *Attempts* area, set the value to one (1).
4. Deselect the check boxes in the *Reanswer* and *Time* areas.
5. Click **OK** to save these settings.

3. Save your project and publish it to Qarbon ViewletCentral.

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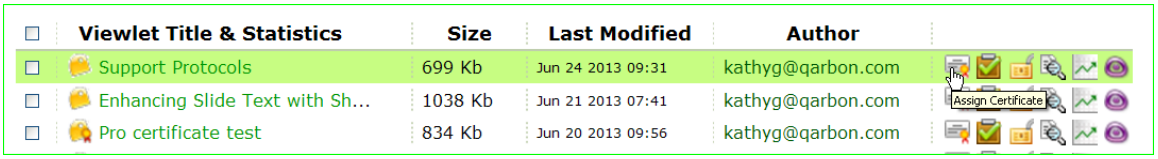
Assign Certificate to a Published Viewlet in Qarbon ViewletCentral



Note: The following provides instructions for assigning fields from a published Viewlet to create a basic certificate. The Viewlet must contain all the fields necessary to complete this process.

1. Log into your Qarbon ViewletCentral account.
2. Click the **Assign Certificate** icon that is inline with the Viewlet you want to assign a certificate.
3. Verify the **Title** and **Description** information is correct.
4. Select a **Certificate** from the drop-down list. Custom certificates can be created in *My Certificates*.
5. Click **Next**.
6. Verify the **Compatibility** status, which should be *PASSED*. If not, you will see details for fixing the compatibility issues next to the status. You will need to resolve these issues before continuing, if applicable.
7. Select a field to be used to collect the viewer's name for the certificate from the **Name Field** drop-down list.
8. Select a field to be used to collect the viewer's email for the certificate to be mailed to from the **Email Field** drop-down list.
9. Optional: Select the check box next to **Copy Author** if you want a copy of the certificate emailed to the Viewlet's author.
10. Click the **Update** button to save (and update) all of the selections for assigning a certificate to this Viewlet.

Preview Assigned Certificate

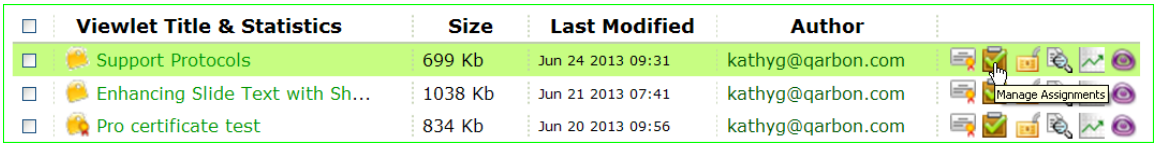
Once you update the certificate information, you will be returned to *My Viewlets*. You can easily preview any assigned certificates while in Qarbon ViewletCentral. This feature also allows you to manually recreate a certificate (without the student having to retake the assessment).

1. In *My Viewlets*, click on the title of the desired Viewlet.
2. On the *My Dashboard* page the displays, click the **Views** link (top of the page).
3. Optional: You may need to enter in the date range and statuses (completed/passed) information to perform a search to locate information on your particular Viewlet if you do not see any listed.

4. Look at the table at the bottom of the page and click the appropriate **Create Certificate** icon that's inline with the desired viewer whose certificate you want to view.

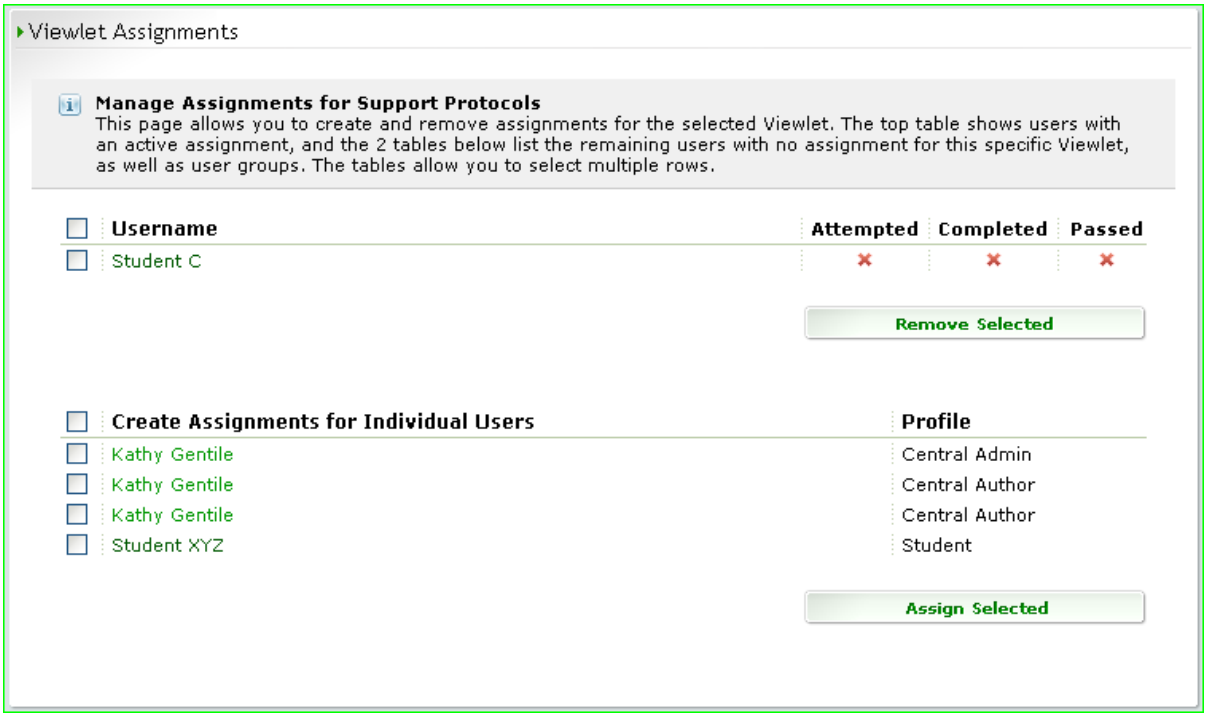
*Note: You must have at least one (1) view of this Viewlet in order to view a viewer's certificate. Also, the Viewlet may have multiple viewers, so you need to make sure you click the applicable **Create Certificate** icon.)*

Manage Assignments



This feature allows you to manage assignments for a selected Viewlet.

1. Click the **Manage Assignments** icon inline with the desired Viewlet you want to manage. The *Viewlet Assignments* page displays where you create and remove assignments for the selected Viewlet. You will see all of your account users either assigned to this Viewlet (top list) or available to be assigned to it (bottom list).



2. In the **Username** area:
    a. Review the students assigned to this Viewlet and their utilization statuses.
    b. To remove an assignment:
        i. Select the check box(es) next to the desired student(s).

ii. Click the **Remove Selected** button.

3. In the **Create Assignments for Individual Users** area:
    a. To make an assignment:
        i. Select the check box(es) next to the desired student(s).
        ii. Click the **Assign Selected** button.

Viewlet Privacy

Toggle between *Unlisted* and *Private* access modes for the selected Viewlet.

- Unlisted mode: Any viewer with the URL can view this Viewlet.
- Private mode: Used in combination with Assignments, blocks general access to viewers who are 'not assigned' to this Viewlet.

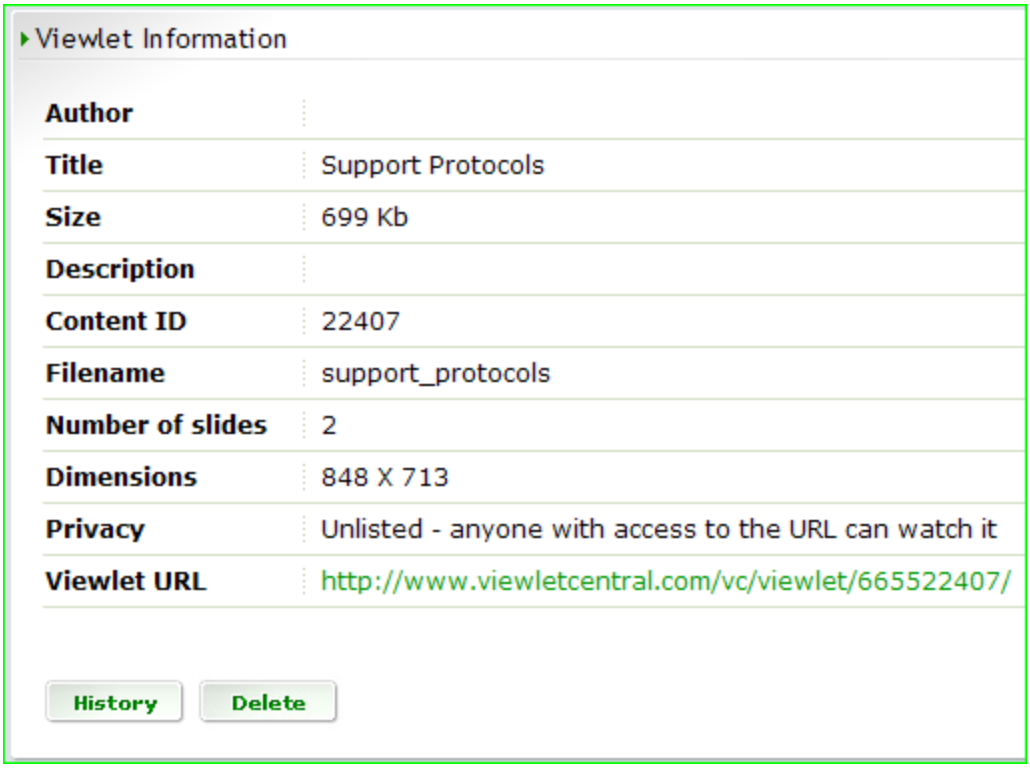
To change access mode (permission) to a Viewlet:

1. To determine the current access mode for a Viewlet, take a look at the padlock icon inline with it, and the padlock is:
    - Open (unlocked), this indicates the Viewlet is *Unlisted*
    - Closed (locked), this indicates the Viewlet is *Private*
2. To change the access mode (or toggle between modes), click the **Toggle Privacy** icon inline with the desired Viewlet.

Viewlet Information

Qarbon ViewletCentral stores important information specific to each of your Viewlets. To drill down into this data:

1. Click the **Viewlet Information** icon inline with the desired Viewlet.
2. The *Viewlet Information* page displays with:



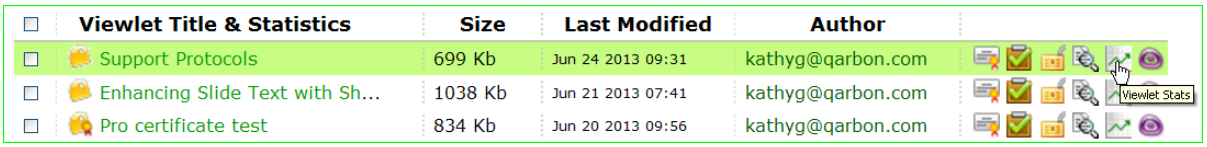
a. Author
b. Title
c. Size
d. Description
e. Content ID
f. Filename
g. Number of slides
h. Dimensions
i. Privacy
j. Viewlet URL

3. After reviewing the Viewlet information, you may opt to:
    a. Click the **History** button to drill further down into the Viewlet information

        OR

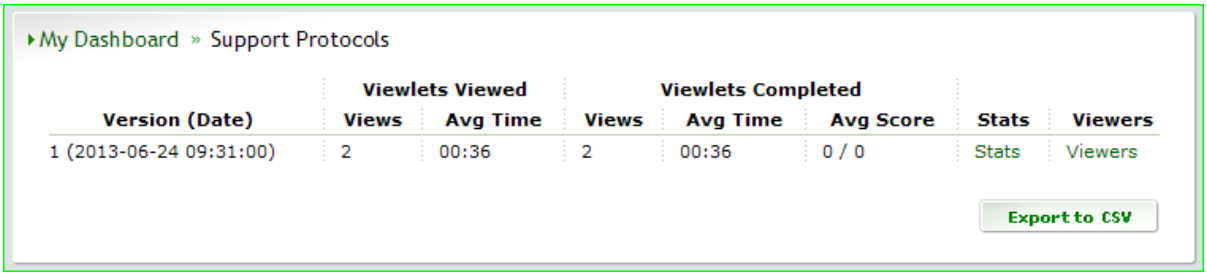
    b. Click the **Delete** button to remove the Viewlet from your account while in this view.

Viewlet Stats



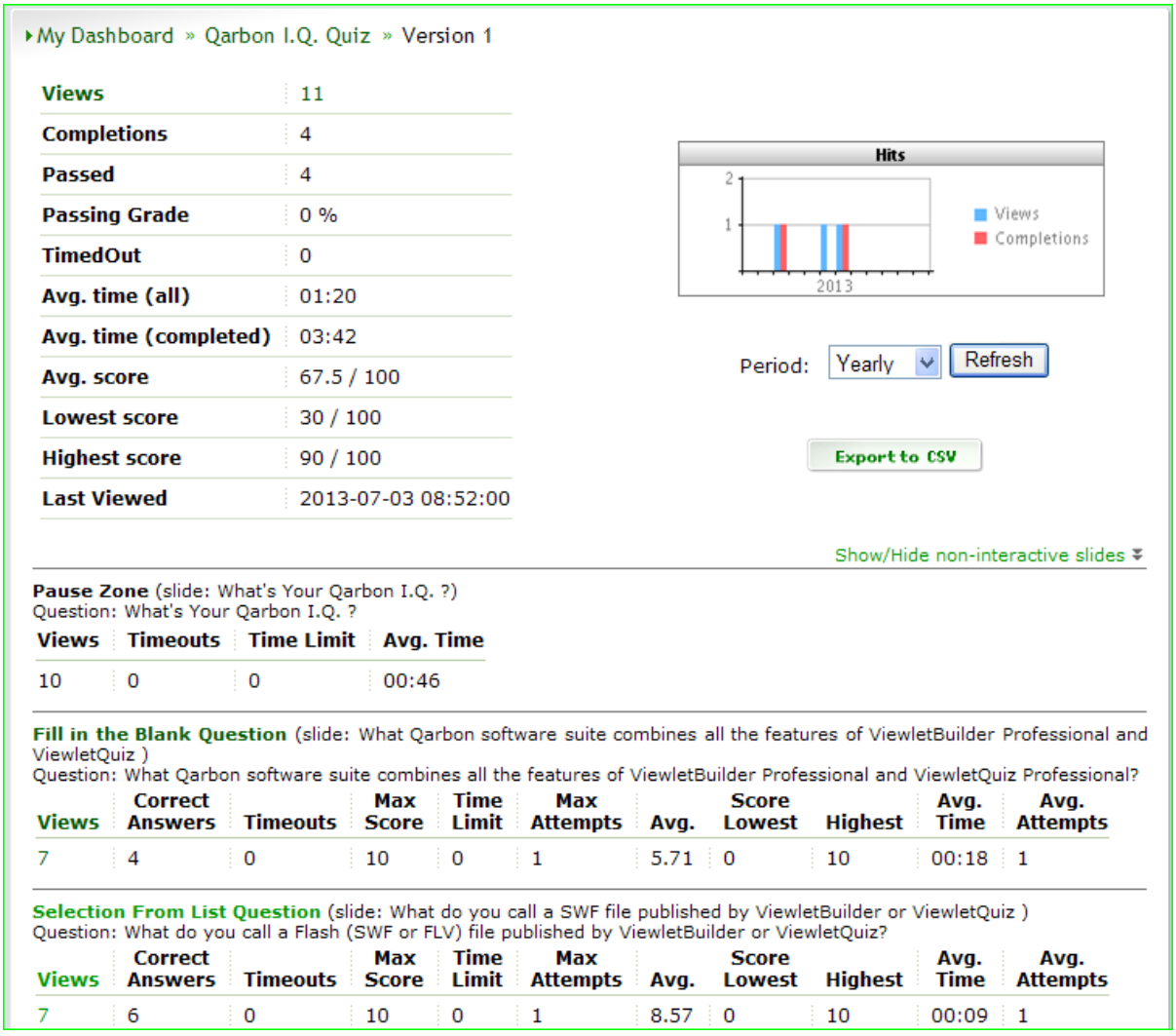
You can view 'high-level' statistics on a particular Viewlet. To do this:

1. Click the **Viewlet Stats** icon inline with the desired Viewlet.
2. Review the information in *My Dashboard >> [Viewlet]* view for the selected Viewlet:

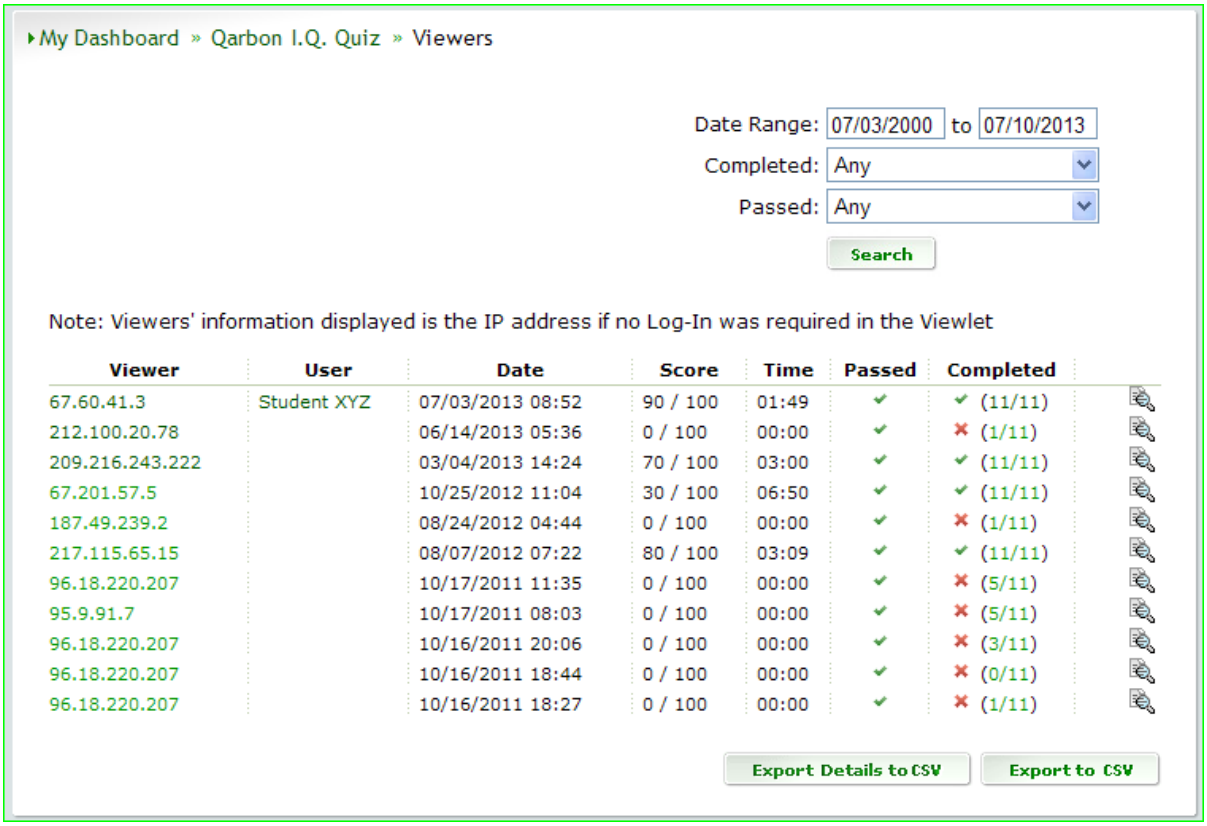


   a. Version (Date)
   b. Viewlets Viewed
      i. Views
      ii. Avg Time
   c. Viewlets Completed
      i. Views
      ii. Avg time
      iii. Avg Score
   d. Stats
   e. Viewers

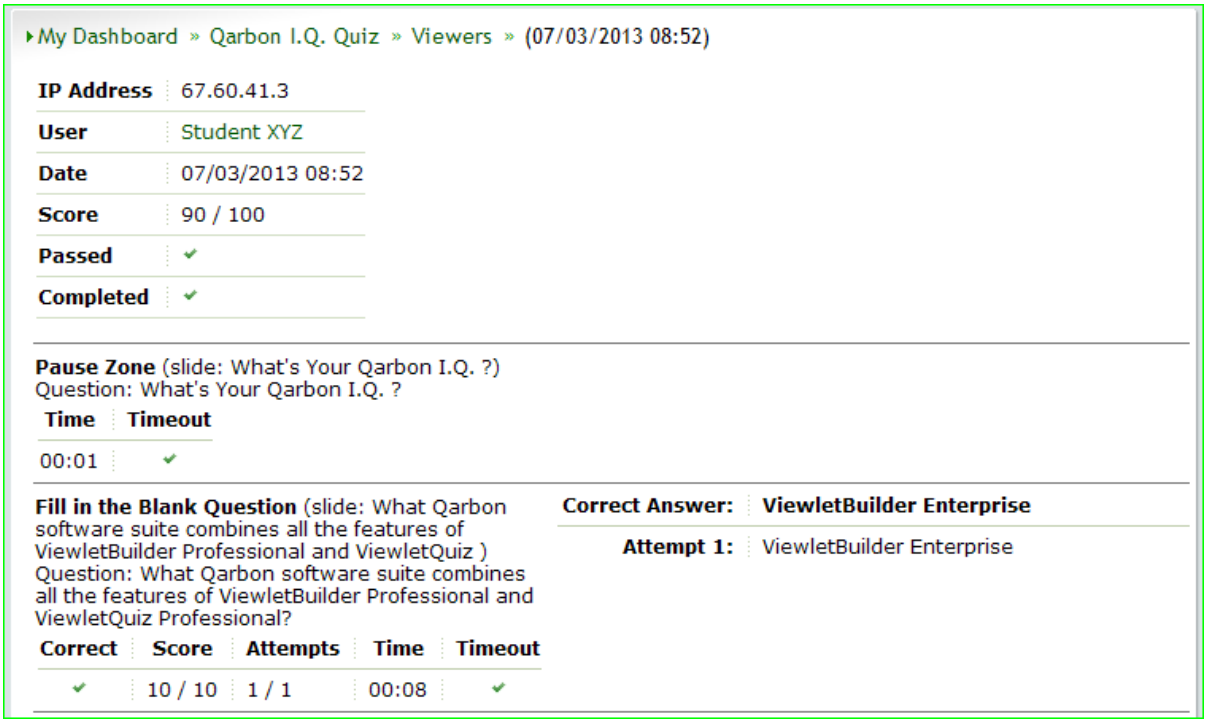
3. **Version Date**: This detailed list provides information of each time you modified and republished the Viewlet. To remove the audit trail data for earlier versions, click the applicable **Delete** link.
4. **Stats**: You can view additional statistics on the selected Viewlet. To do this:
   a. Click the **Stats** link.
   b. Review the detailed Viewlet statistics:



i. Views: This is the number of times the Viewlet was viewed. To see how many times the Viewlet was viewed during a specific time frame (along with additional details):



1. Click the **Views** link.
2. Use the search tool to narrow results (optional).
3. Review the list details that display (Viewer, User, Date, Score, Time and Passed/Completed statuses).
4. **Viewer** details: You can drill further down into a particular viewer's details. To do this:
    a. Click the viewer name or IP address (in the Viewer column) or click the magnifying glass icon at the end of the row. On the page that displays:



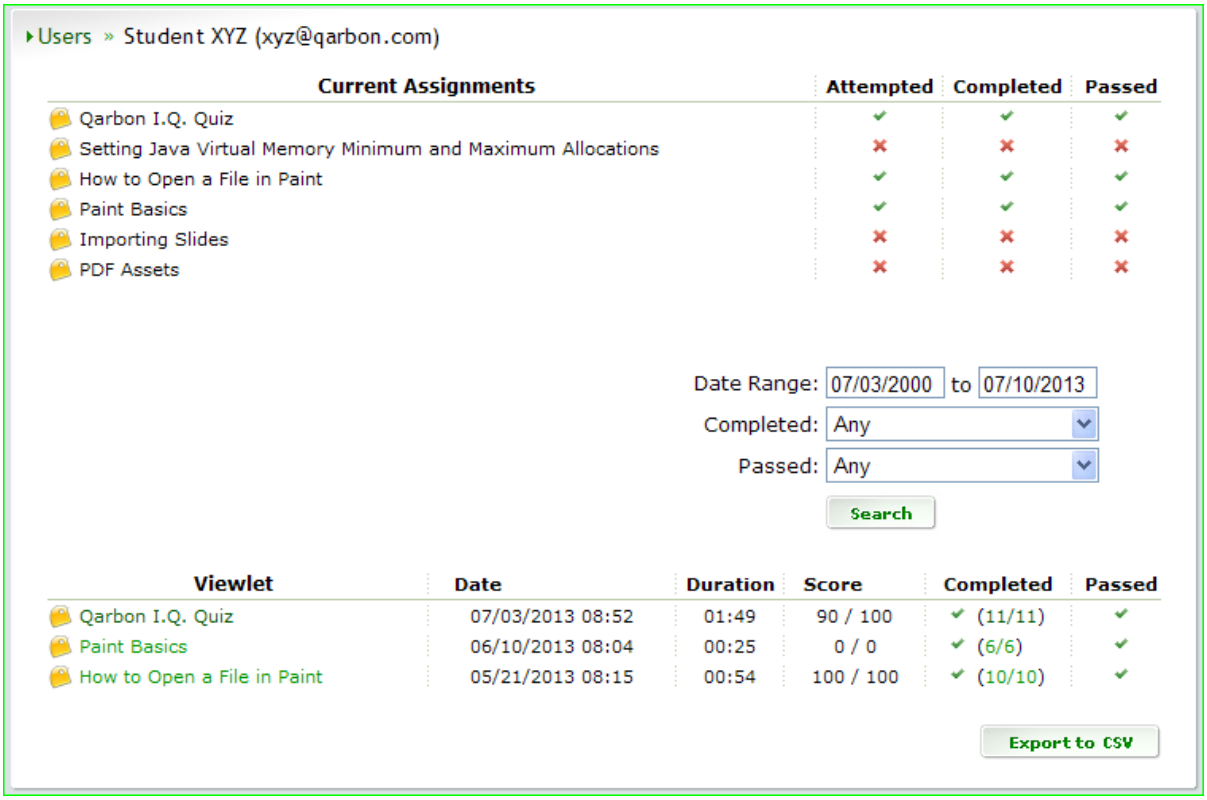
i. If the viewer is an assigned user in your Qarbon ViewletCentral account, you can click the **User** link to display a page to:

1. Narrow results by a date range search.
2. Review assignments related to the user.
3. Drill down further into statistics by clicking the **Viewlet** title link (in the table).
4. View high-level summaries of the slides and viewer interactions by clicking the 'number/number' link in the **Completed** column (in the table).

ii. Review the additional details for the selected viewer including the high-level stats from the previous page along with expanded results/details for how the viewer interacted with the Viewlet.

5. **User** details: If the viewer is an assigned user in your Qarbon ViewletCentral account, you can:

a. Click the **User** link to display a page to:



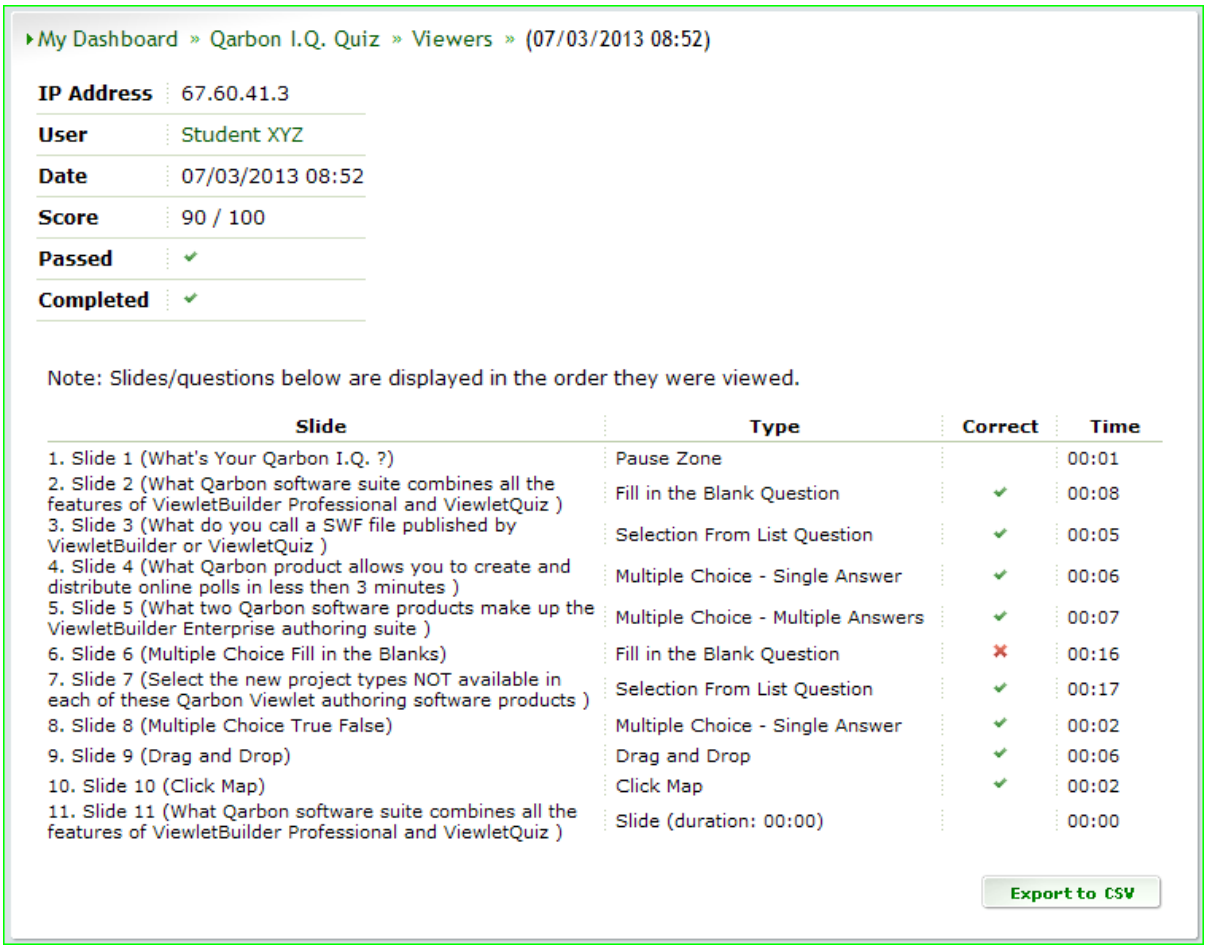
i. Narrow results by a date range search.

ii. Review assignments related to the user.

iii. Drill down further into statistics by clicking the **Viewlet** title link (in the table).

iv. View high-level summaries of the slides and viewer interactions by clicking the 'number/number' link in the **Completed** column (in the table).

6. **Completed** details: You can find out more information about the slides the viewer completed.

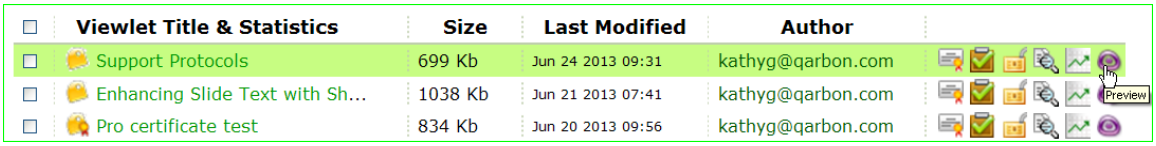


To do this:

a. Click the 'number/number' link in the **Completed** column.

b. On the page that displays, review the Slide, Type, Correct (status) and Time details for the slides/questions in the order in which the viewer interacted with them.

Preview



This feature allows you to launch the published Viewlet in its own browser window for previewing purposes. To do this:

1. Click the **Preview** icon inline with the Viewlet you want to view.
2. The selected Viewlet will display in a new browser window on top of your current Qarbon ViewletCentral page. In this window:
   a. Preview the Viewlet as desired.

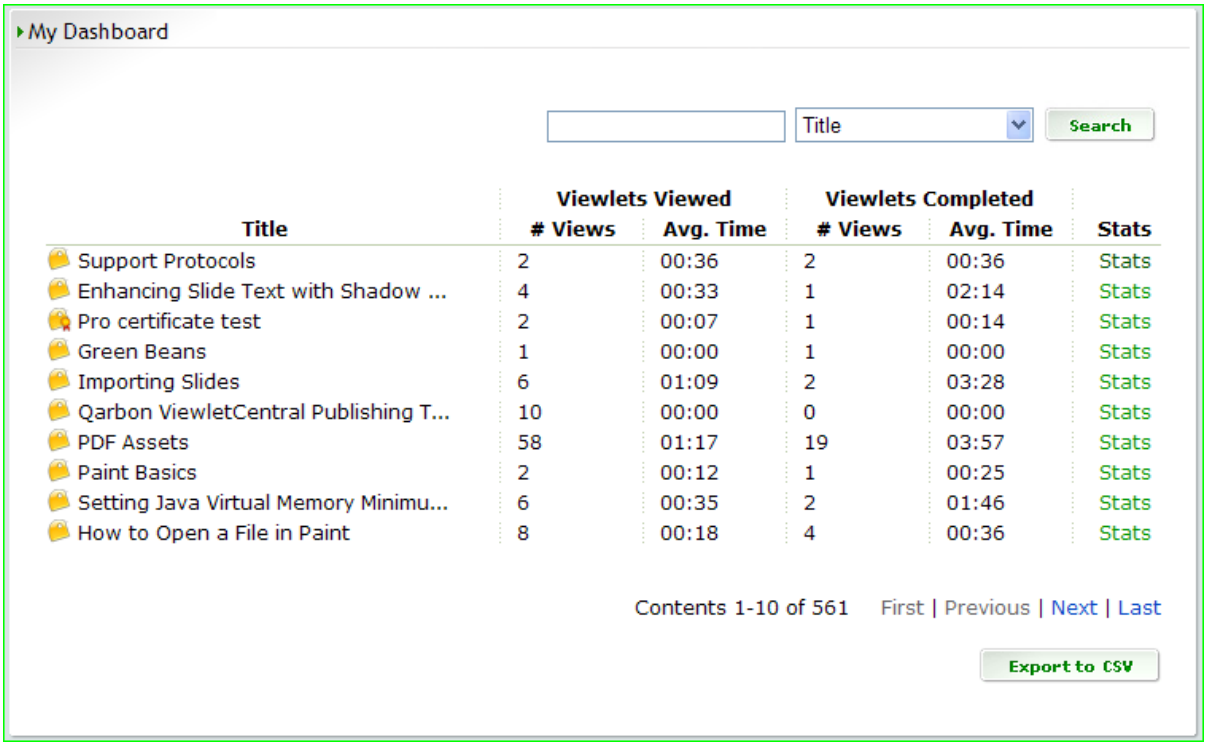
b. Copy the URL of the Viewlet, if needed, to use on your web site, in your emails, chats, etc.

3. Close the browser window in which the Viewlet is playing to return to the Qarbon ViewletCentral page.

MY DASHBOARD

The *My Dashboard* is where you will access all of your published Viewlets statistical information. To access this view:

1. Log into your Qarbon ViewletCentral account.
2. Click the **My Dashboard** link from the navigation menu (near the top of the page).



This view contains a list (in table format) of all the Viewlets published in your account:

Title

This data is extracted from the information entered in your source file's Viewlet Profile (**Project** > **Project Properties** > **Viewlet Profile**) > *Viewlet area* > *Title field*). If the *Title* field is left blank in the source file, the project's file name will be used as its title in Qarbon ViewletCentral.

Viewlets Viewed

Organized in two columns, this data provides high-level stats on the number of times the Viewlet was viewed (partially or completely). Information includes:

- # Views: Number of times the Viewlet was either partially or completely viewed
- Avg. Time: The average viewing time for 'all' viewers

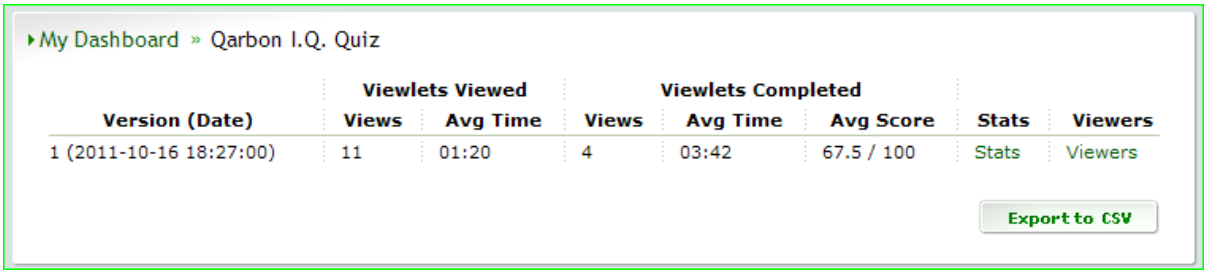
Viewlets Completed

Organized in two columns, this data provides high-level stats for all the Viewlets in your Qarbon ViewletCentral account that were completely viewed. Information includes:

- # Views: Number of times the Viewlet was completely viewed by 'all' viewers
- Avg. Time: The average viewing time for 'all' viewers to view the entire Viewlet

Stats

View additional utilization information about the specific Viewlet.



To do this:

1. Click the **Stats** link inline with the desired Viewlet.
2. Review the information in the *My Dashboard >> [Viewlet]* view for the selected Viewlet.
    a. Version (Date): This detailed list provides information of each time you modified and republished the Viewlet. To remove the audit trail data for earlier versions, click the applicable **Delete** link.
    b. Viewlets Viewed: Organized into two (2) columns, this data provides information on the number of times the Viewlet was viewed (partially or completely). Stats include:
        i. Views: Number of times the Viewlet was either partially or completely viewed
        ii. Avg. Time: The average viewing time for 'all' viewers
    c. Viewlets Completed: Organize into three (3) columns, this data provides information on the number of times the Viewlet was completely viewed. Stats include:
        i. Views: Number of times the Viewlet was completed viewed by 'all' viewers

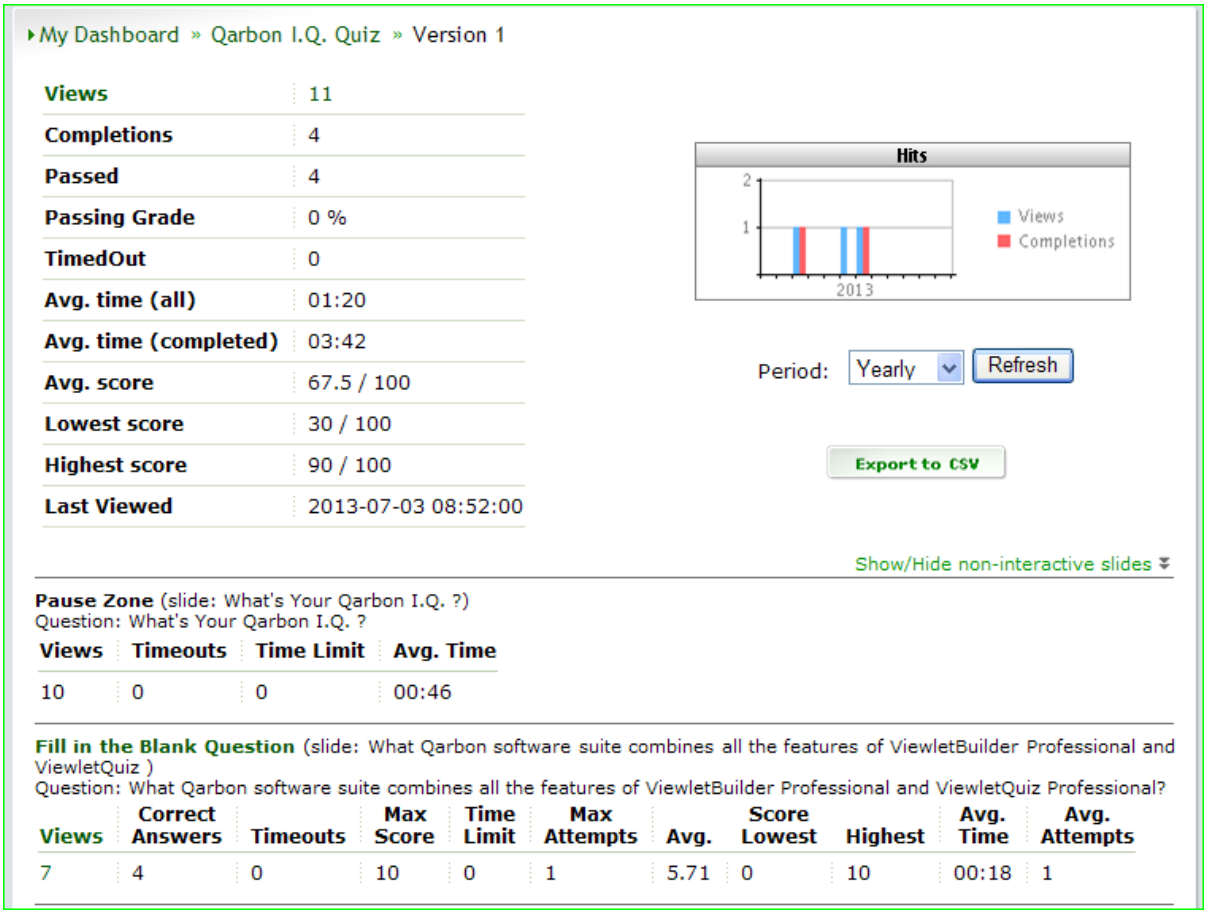
ii. Avg. Time: The average viewing time for 'all' viewers to view the entire Viewlet

iii. Avg. Score: If the Viewlet contained quiz (scored) slides, the average score / passing score is displayed for 'all' viewers completing the Viewlet

d. Stats: You can view detailed information on how the viewers interacted with the Viewlet and responded to specific assessment questions. To do this:

i. Click the **Stats** link.

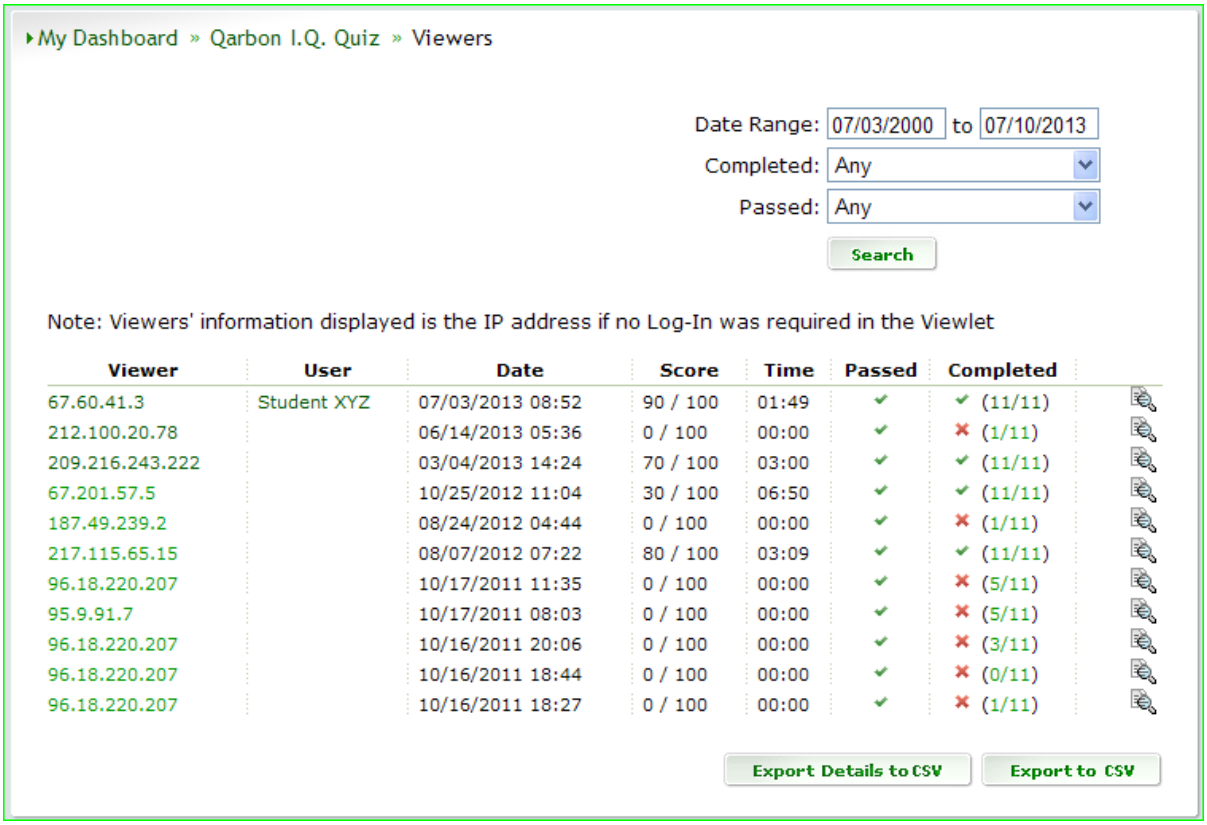
ii. Review the detailed Viewlet statistics:



1. Views: This is the number of times the Viewlet was viewed. To see how many times the Viewlet was viewed during a specific time frame (along with additional details):

a. Click the **Views** link.

b. The *Viewers* details displays.



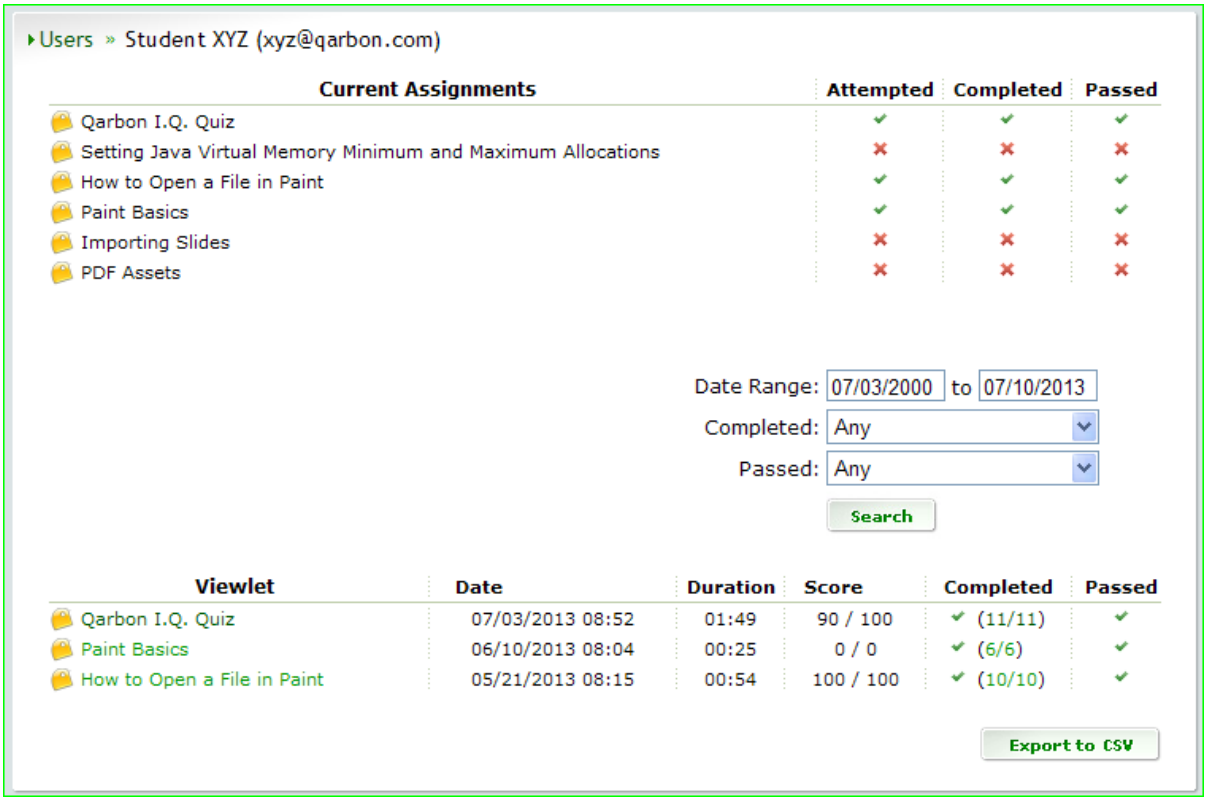
c. Use the search tool to narrow results (optional).

d. Review the list details that display (Viewer, User, Date, Score, Time and Passed/Completed statuses).

e. **Viewer** details: You can drill down further into a particular viewer's details. To do this:

   i. Click the viewer name or IP address (in the Viewer column) or click the magnifying glass icon at the end of the row. On the page that displays:

      1. If the viewer is an assigned user in your Qarbon ViewletCentral account, you can click the **User** link to display a page to:



a. Narrow results by a date range search.

b. Review assignments related to the user.

c. Drill down further into statistics by click the **Viewlet** title link (in the table).

d. View high-level summaries of the slides and viewer interactions by click the 'number/number' link in the **Completed** column (in the table).

2. Review the additional details for the selected viewer including the high-level stats from the previous page along with expanded results/details for how the viewer interacted with the Viewlet.

f. **User** details: If the viewer is an assigned user in your Qarbon ViewletCentral account, you can:

i. Click the **User** link to display a page to:

1. Narrow results by a date range search.
2. Review assignments related to the user.
3. Drill down further into statistics by clicking the **Viewlet** title link (in the table).
4. View high-level summaries of the slides and viewer interactions by clicking the 'number/number' link in the **Completed** column (in the table).

g. **Completed** details: You can find out more information about the slides the viewer completed. To do this:

   i. Click the 'number/number' link in the **Completed** column.

   ii. On the page that displays, review the Slide, Type, Correct (status) and Time details for the slides/questions in the order in which the viewer interacted with them.

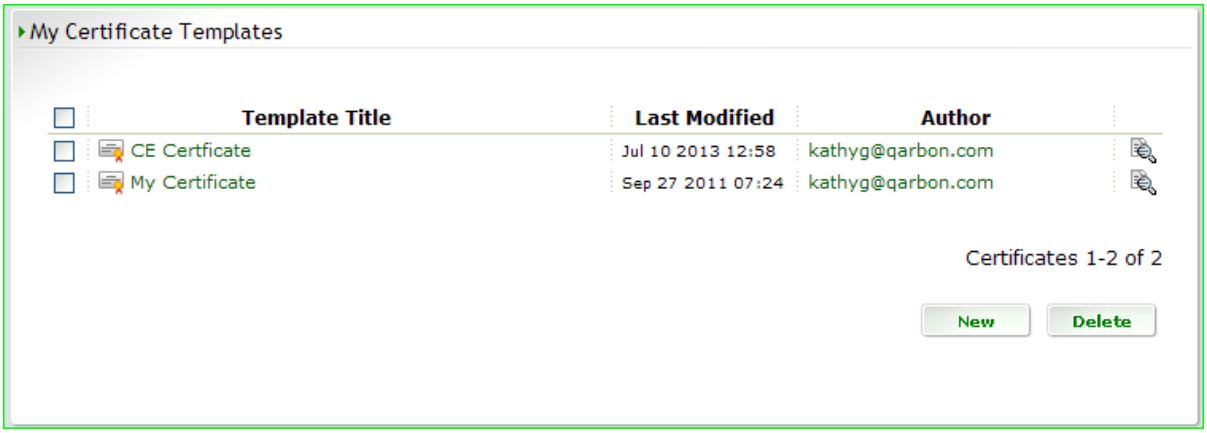
MY CERTIFICATES

The *My Certificates* view provides you with a basic (default) certificate that you can assign to Viewlets. For advanced users, there are additional features for creating custom certificates.

Note: You must create a slide (or slides) with some custom 'text input' fields within the Viewlet you want to assign a certificate to in order for this feature to work. Instructions for meeting these requirements are provided earlier in this guide under 'Assign Certificate'.

To access *My Certificates*:

1. Log into your Qarbon ViewletCentral account.
2. Click the **My Certificates** link from the navigation menu (near the top of the page).



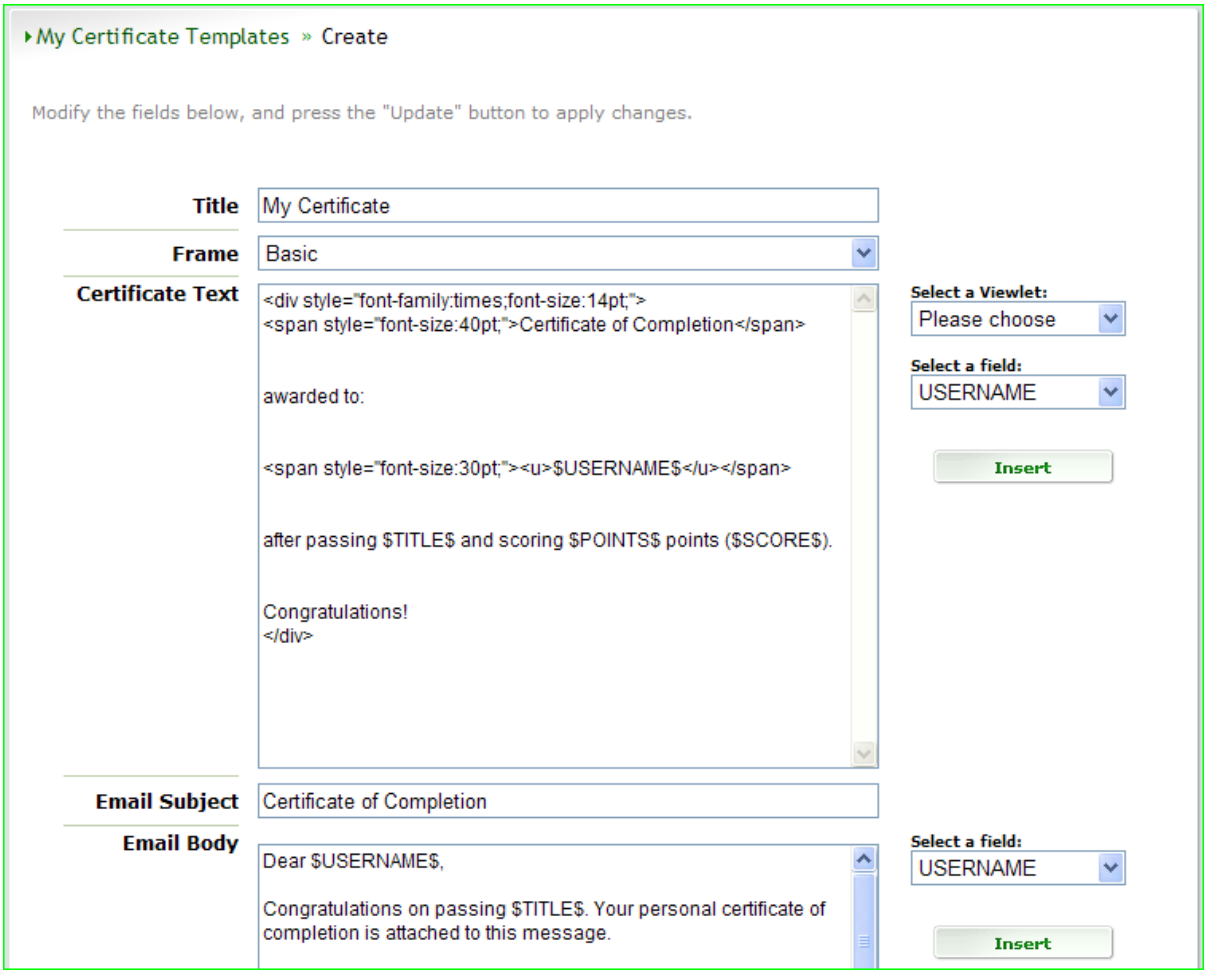
This view contains a list (in table format) of all your available certificate templates:

- Template Title: This column provides a list (by title) of all available certificate templates.
- Last Modified: Displays the last date and time the certificate template was modified.
- Author: This is the email address of the account user (author) who created the certificate template.
- Magnifying Glass Icon: Launches a preview of the certificate template in a new browser window.

Create a New Certificate Template

Qarbon ViewletCentral allows you to create new custom certificates that you can apply to your Viewlets based on user interactions. To create a new certificate template:

1. Log into your Qarbon ViewletCentral account and click on *My Certificates* to switch to this view.
2. Below the list certificate templates currently available, click the **New** button.
3. The page refreshes with options for creating a new certificate template. To do this:



a. **Title**: Enter a new title in this field for the certificate template.

b. **Frame**: Select a frame style from the drop-down list.

c. **Certificate Text**: Modify the HTML coding (if needed). The default coding works just fine for most certificates and may not require any edits.

d. **Email Subject**: Enter in text for the email's subject line.

e. **Email Body**: Modify the text and variables (if needed). The default content works just fine for most emails and may not require any edits.

f. Optional steps:

   i. **Select a Viewlet**: Assign the new certificate to a Viewlet by select the Viewlet from the drop-down list.

   ii. **Select a field**: When modifying content within the *Certificate Text* or the *Email Body* field:

      1. Place your cursor at the point you want to insert a variable in the desired field.

      2. Select a variable from the drop-down list.

      3. Click the **Insert** button.

4. Repeat steps 1-3 as needed for each new variable you want to insert in either of these fields.

4. Click **Update** to create the new certificate template.
5. An information page displays information if the certificate was successfully created (updated). Click the **Back** button to return to the certificate templates list page.

Edit a Certificate Template
To modify or update an existing certificate template:

1. In *My Certificates*, click on the title of the certificate template you want to edit.
2. Make all of your edits as needed on the page that displays.
3. Click the **Update** button to apply / save the changes. An information page displays.
4. Click the **Back** button to return to the certificate templates list.

Delete a Certificate Template
To permanently remove a certificate template from the list:

1. In *My Certificates*, select the check box next to the certificate template(s) you want to remove from the list.
2. Click the **Delete** button.
3. When the page refreshes, click **Continue** to confirm the deletion.
4. The page refresh with deletion confirmation. Click the **Back** button to return to the certificate templates list.

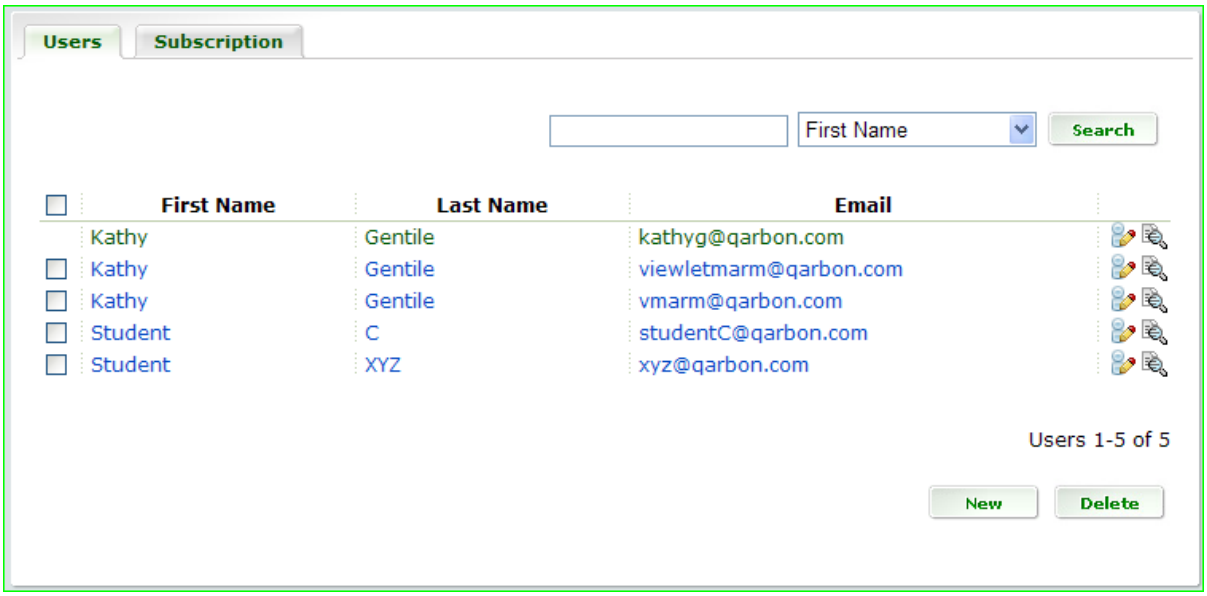
MY ACCOUNT

The *My Account* provides access to managing the users in your account as well as subscription plan details. To access this view:

1. Log into your Qarbon ViewletCentral account.
2. Click the **My Account** link from the navigation menu (near the top of the page).

My Account is organized into two sections: *Users* and *Subscription*.

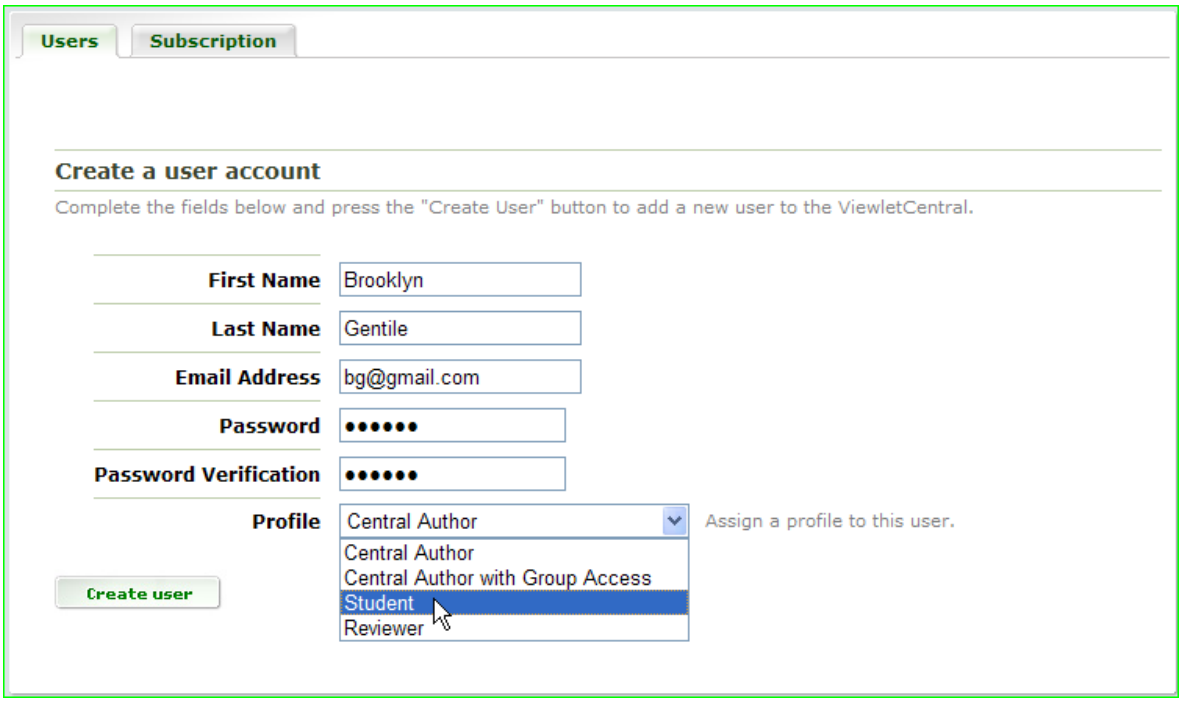
Users
A list (in table format) displays all of the users in your Qarbon ViewletCentral account and includes:



- First Name
- Last Name
- Email
- Pencil icon (used to edit user account information)
- Magnifying Glass icon (used to access user details and assignments)

Create a New User

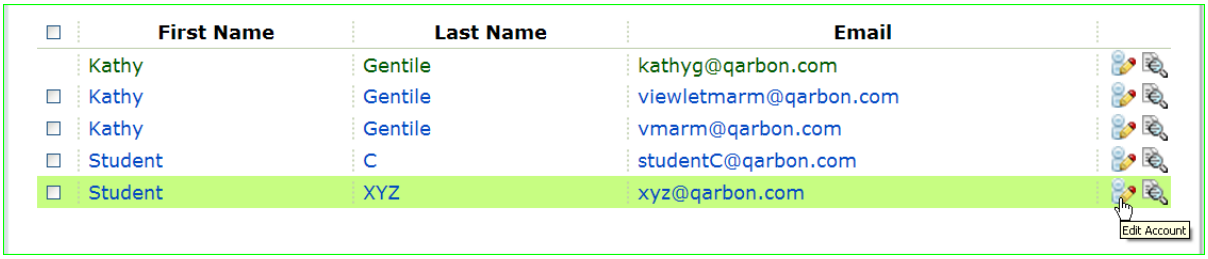
To create a new user in your Qarbon ViewletCentral account:



1. In *My Account* > *Users* click the **New** button.
2. On the page that displays, complete the following fields for the new user:
    a. First Name
    b. Last Name
    c. Email
    d. Password
    e. Password Verification
    f. Profile: Assign the user a profile from the drop-down list. This profile will determine what areas and features they will have access permissions to within Qarbon ViewletCentral.
3. Click the **Create User** button.
4. An information page displays. Click the **Back** button to return to the list of users.

Edit a User Account

To modify a user's account information:



1. In *My Account* > *Users*, click the **Edit Account** (pencil) icon inline with the user you want to edit. (You can also click on either the user's first or last name to access account information.)
2. On the page that displays, update the information as needed.
3. Click the **Update User** button.
4. An information page displays. Click the **Back** button to return to the list of users.

Email an Account User

To email an account user in the list:

1. In *My Account* > *Users* click the email address of the desired user you want to email.
2. Your computer's default email application will launch with the user's email address pre-filled in the 'TO' line, ready for you to create/send the email.

Delete a User

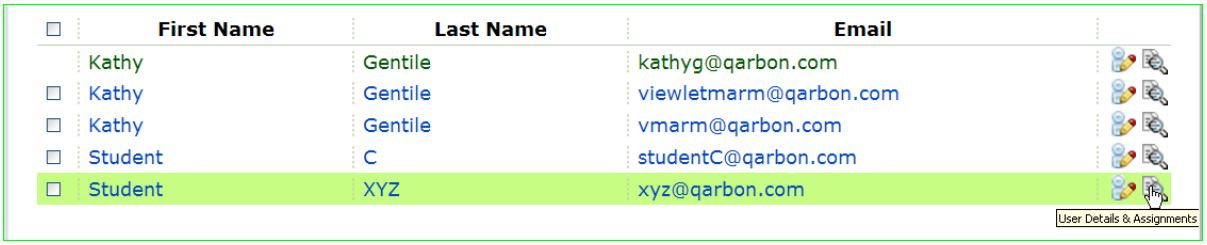
To permanently remove one or more users from your Qarbon ViewletCentral account:

1. In *My Account* > *Users*, select the check box(es) next to the user(s) you want to remove from your Qarbon ViewletCentral account.
2. Click the **Delete** button.
3. When the page refreshes, click **Continue** to confirm the deletion.
4. The page refresh with deletion confirmation. Click the **Back** button to return to the users' list.

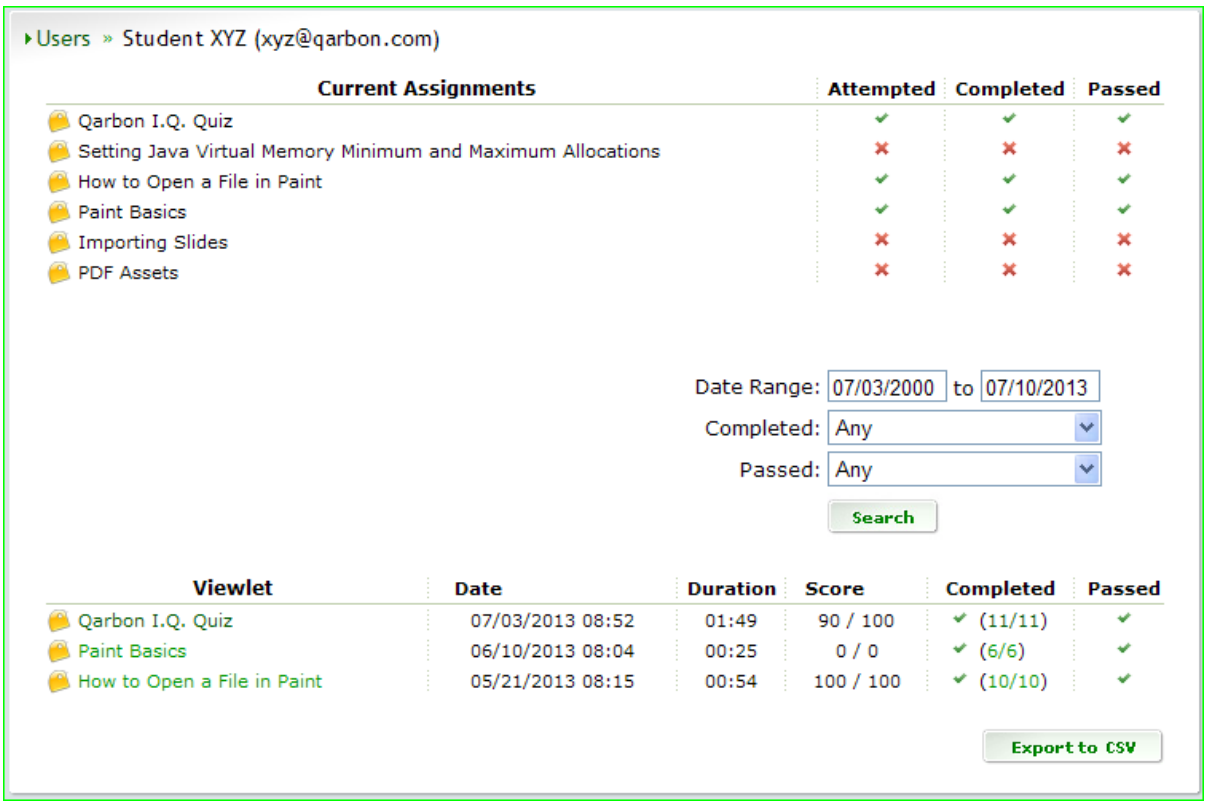
Access User Details and Assignments

You can access a user's details and assignments from the *Users* tab. To do this:

- In *My Account* > *Users*, click the **User Details & Assignments** (magnifying glass) icon inline with the desired user.



On the page that displays, you will see at least one list (in table format) of the user's assignments. Use the search tool to narrow each list's results (optional).



Top (First) List:
A main list containing all of the user's assignments displays above the search tool. Use this table to review the following information:

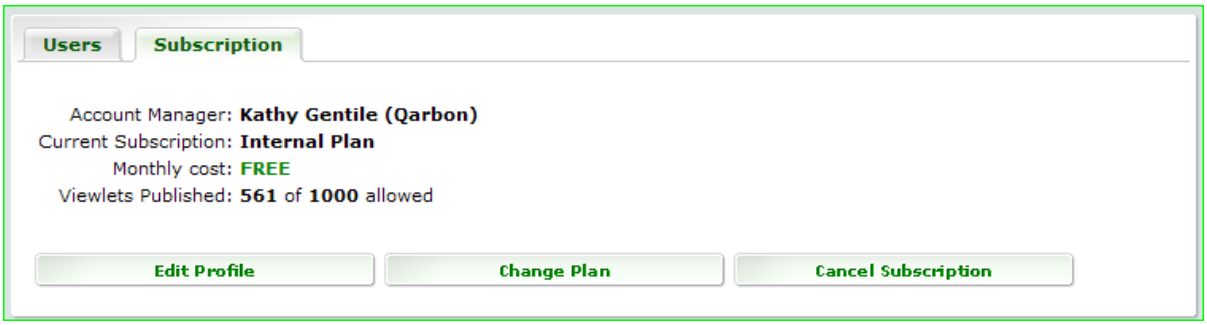
- Current Assignments: This is a list of current Viewlets assigned to the user.
- Attempted: Shows status of user accessing the Viewlet.
- Completed: Shows 'completion' status of the Viewlet.
- Passed: Shows 'passed' status of the Viewlet.

Bottom (Second) List:
A second list, containing all of the Viewlets with any type of question slides that the viewer attempted, displays at the bottom of the page. Use this table to review the following information:

- Viewlet: This is the title of the Viewlet assigned to the user. You can click on a [*Viewlet title*] link to view detailed information on how the user interacted with the Viewlet.
- Date: Displays the date and time the user attempted the Viewlet.
- Duration: The amount of time the user interacted with the Viewlet.
- Score: The final score the user obtained after exiting the Viewlet.
- Completed: Displays the number of slides the user completed/number of question slides in the Viewlet. You can click on the [*number*/*number*] link to display additional details associated with this status.

Subscriptions
Review a high-level summary of your Qarbon ViewletCentral account information:

- Account Manager
- Current Subscription
- Monthly Cost
- Viewlets Published



In *Subscriptions* you can also:

- Edit Profile: Review and update your Qarbon ViewletCentral account manager profile information.
- Change Plan: Review your current plan details and select options to change/upgrade/downgrade your Qarbon ViewletCentral plan subscription.
- Cancel Subscription: Cancel your Qarbon ViewletCentral plan subscription.

About

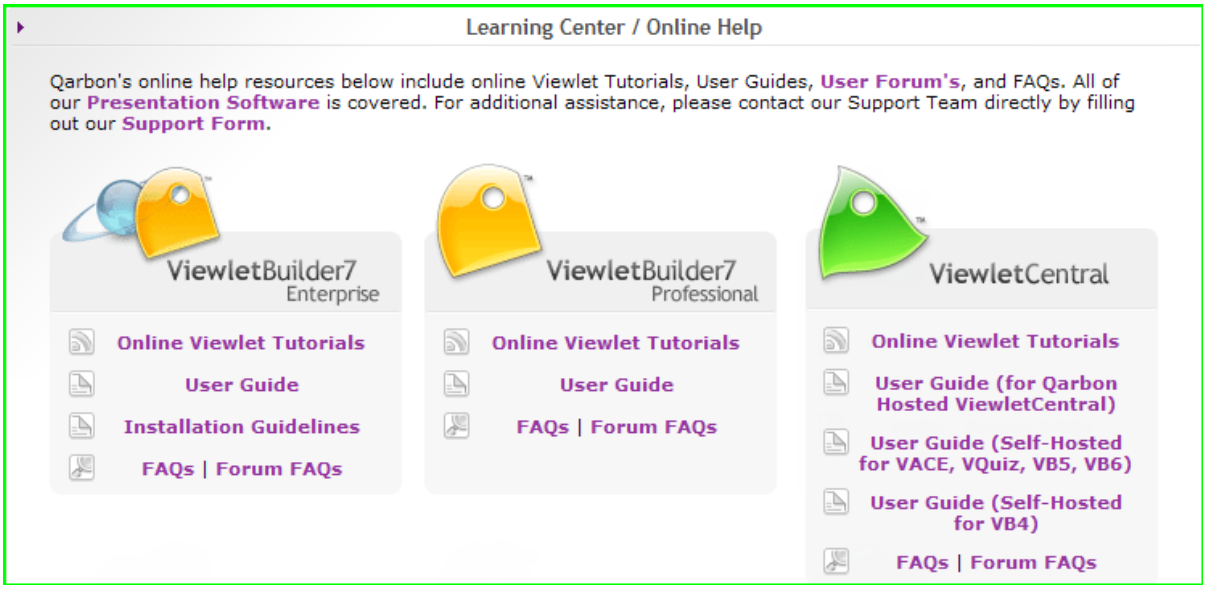
To learn more about Qarbon ViewletCentral, you can click the **About** link in the navigation menu (near the top of the page). The ViewletCentral product information page will launch in a new browser window. It contains the latest product descriptions and details on ViewletCentral for your review.

You can also review current ViewletCentral product information by visiting our site at:

http://www.qarbon.com/presentation-software/viewletcentral/

Self-Help Resources

In addition to this user guide, additional self-help resources are available online. Just click the **Help** link in the navigation menu. The Qarbon *Learning Center* will open in a new browser window. The *Learning Center* contains access to product user guides, FAQs, Viewlet tutorials and the Qarbon User Forum.

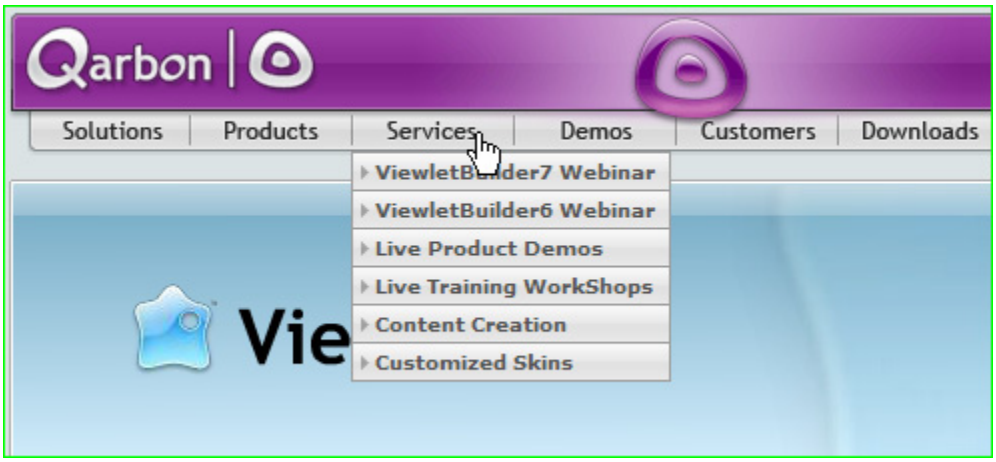


You can also access the online *Learning Center* by visiting our site at:

http://www.qarbon.com/help/

Training

Qarbon offers several different types of training opportunities to its clients, depending on your needs. Start with a FREE webinar for an overview on the product of your choice. If this isn't enough, sign up for one of several product-specific workshops. Workshops are offered as two 90-minute sessions and are limited to 10 students each. This is a great way to brush up on the basics and even learn a new trick or two. Qarbon also offers private coaching tailored to meet your needs. Offered on an hourly basis, meet with us for a free consultation and we'll design a training session just for you!



For current training opportunities, email us or visit our site:

http://www.qarbon.com

And, click the 'Services' link in the navigation menu and choose a current training opportunity from the available list.

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Sales

If you have any questions on Qarbon ViewletCentral (or other Qarbon products and services), please feel free to contact our Sales, Customer Service or Support staff at any time.

For current contact information, visit our site at:

http://www.qarbon.com/about_us/contact_us/

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